West Bengal Jail Code

Volume II

Appendices to the West Bengal Jail Code

1960

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VOLUME II

(APPENDICES TO WEST BENGAL JAIL CODE).

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LIST OF ABBREVIATIONS USED

A.O. 1937	..	The Government of India (Adaptation of Indian Laws) Order, 1937.
A.O. 1950	..	The Adaptation of Laws Order, 1950.
Ins. ..	..	Inserted.
Pt. ..	..	Part.
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THE PRISONS ACT, 1894

Act No. 9 of 1894[1]

An Act to amend the law relating to Prisons

[*22nd March, 1894.*]

Whereas it is expedient to amend the law relating to prisons in [2][India except the territories which, immediately before the 1st November, 1956, were comprised in Part B States], and to provide rules for the regulation of such prisons; It is hereby enacted as follows:—

CHAPTER I

PRELIMINARY

1. Title, extent and commencement.—(1) This Act may be called the Prisons Act, 1894.

[3][(2) It extends to the whole of India except [4][the territories which, immediately before the 1st November, 1956, were comprised in Part B States]; and

(3) It shall come into force on the first day of July, 1894.

(4) Nothing in this Act shall apply to civil jails in the State of Bombay [5][as it existed immediately before the 1st November, 1956] outside the city of Bombay, and those jails shall continue to be administered under the provisions of sections 9 to 16 (both inclusive) of Bombay Act 2 of 1874[6], as amended by subsequent enactments.

2. [Repeal.] *Rep. by the Repealing Act, 1938 (1 of 1938), s. 2 and Sch. Rep. W. B. Act 7 of 1948.*

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[1]For Statement of Objects and Reasons, *see* Gazette of India, 1894, Pt. V, p. 14; for Report of the Select Committee, *see ibid.*, p. 63; and for Proceedings in Council, *see ibid.*, Pt. VI, pp. 10, 21, 93, 126 and 139.

This Act has been declared to be in force in the Sonthal Parganas by the Sonthal Parganas Settlement Regulation, 1872 (3 of 1872), s. 3; in the Khondmals District by the Khondmals Laws Regulation, 1936 (4 of 1936), s. 3 and Sch.; and in the Angul District by the Angul Laws Regulation, 1936 (5 of 1936) s. 3 and Sch.

The Act has been amended in its application to the Province of Madras by the Madras Acts 14 of 1938, 5 of 1940, 18 and 19 of 1947; and rep. in part in its application to the Province of West Bengal by the West Bengal Act 7 of 1948. It has also been amended in Punjab by Punjab Act 9 of 1926.

[2]Subs. by the Adaptation of Laws (No. 2) Order, 1956, for "Part A States and Part C States".

[3]Subs. by the A.O. 1950, for the former sub-section.

[4]Subs. by the Adaptation of Laws (No. 2) Order, 1956, for "Part B States".

[5]Ins., *ibid.*

[6]The Civil Jails Act, 1874.

3. Definitions.—In this Act—

(1) "prison' means any jail or place used permanently or temporarily under the general or special orders of a State Government for the detention of prisoners, and includes all lands and buildings appurtenant thereto, but does not include—

(*a*) any place for the confinement of prisoners who are exclusively in the custody of the police;

(*b*) any place specially appointed by the State Government under section 541 of the [1]Code of Criminal Procedure, 1882 (10 of 1882); or

(*c*) any place which has been declared by the State Government by general or special order, to be a subsidiary jail;

(2) "criminal prisoner" means any prisoner duly committed to custody under the writ, warrant or order of any Court or authority exercising criminal jurisdiction, or by order of a Court-Martial;

(3) "convicted criminal prisoner" means any criminal prisoner under sentence of a Court or Court-Martial, and includes a person detained in prison under the provisions of Chapter VIII of the [1]Code of Criminal Procedure, 1882 (10 of 1882) or under the [2]Prisoners Act, 1871 (5 of 1871);

(4) "civil prisoner" means any prisoner who is not a criminal prisoner;

(5) "remission system" means the rules for the time being in force regulating the award of marks to, and the consequent shortening of sentences of, prisoners in jails;

(6) "history-ticket" means the ticket exhibiting such information as is required in respect of each prisoner by this Act or the rules thereunder;

(7) "Inspector-General" means the Inspector-General of Prisons;

(8) "Medical Subordinate" means an Assistant Surgeon, Apothecary or qualified Hospital Assistant; and

(9) "prohibited article" means an article the introduction or removal of which into or out of a prison is prohibited by any rule under this Act.

CHAPTER II

Maintenance and Officers of Prisons

4. Accommodation for prisoners.—The State Government shall provide, for the prisoners in the territories under such Government, accommodation in prisons constructed and regulated in such manner as to comply with the requisitions of this Act in respect of the separation of prisoners.

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[1]The relevant provisions of the Code of Criminal Procedure, 1898 (5 of 1898) to be referred to.

[2]*See* now the Prisoners Act, 1900 (3 of 1900).

5. Inspector-General.—An Inspector-General shall be appointed for the territories subject to each State Government and shall exercise, subject to the orders of the State Government, the general control and superintendence of all prisons situated in the territories under such Government.

6. Officers of prisons.—For every prison there shall be a Superintendent, a Medical Officer (who may also be the Superintendent), a Medical Subordinate, a Jailor and such other officers as the State Government thinks necessary:

Provided that [1][the State Government of Bombay] may [2]* * * declare by order in writing that in any prison specified in the order the office of Jailor shall be held by the person appointed to be Superintendent.

7. Temporary accommodation for prisoners.—Whenever it appears to the Inspector-General that the number of prisoners in any prison is greater than can conveniently or safely be kept therein, and it is not convenient to transfer the excess number to some other prison,

or whenever from the outbreak of epidemic disease within any prison, or for any other reason, it is desirable to provide for the temporary shelter and safe custody of any prisoners,

provision shall be made, by such officer and in such manner as the State Government may direct, for the shelter and safe custody in temporary prisons of so many of the prisoners as cannot be conveniently or safely kept in the prison.

CHAPTER III

DUTIES OF OFFICERS

Generally

8. Control and duties of officers of prisons.—All officers of a prison shall obey the directions of the Superintendent; all officers subordinate to the Jailor shall perform such duties as may be imposed on them by the Jailor with the sanction of the Superintendent or be prescribed by rules under section [3][59].

9. Officers not to have business dealings with prisoners.—No officer of a prison shall sell or let, nor shall any person in trust for or employed by him sell or let, or derive any benefit from selling or letting, any article to any prisoner or have any money or other business dealings directly or indirectly with any prisoner.

10. Officers not to be interested in prison-contracts.—No officer of a prison shall, nor shall any person in trust for or employed by him, have any interest, direct or

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[1]Subs. by the A.O. 1937 and A.O. 1950, for "the Governor of Bombay in Council".

[2]The words "with the previous sanction of the Governor-General in Council" omitted *ibid.*

[3]Subs. by the A.O. 1937, for "60".

indirect, in any contract for the supply of the prison: nor shall he derive any benefit, directly or indirectly, from the sale or purchase of any article on behalf of the prison or belonging to a prisoner.

Superintendent

11. Superintendent.—(1) Subject to the orders of the Inspector-General, the Superintendent shall manage the prison in all matters relating to discipline, labour, expenditure, punishment and control.

(2) Subject to such general or special directions as may be given by the State Government, the Superintendent of a prison other than a central prison or a prison situated in a Presidency town shall obey all orders not inconsistent with this Act or any rule thereunder which may be given respecting the prison by the District Magistrate, and shall report to the Inspector-General all such orders and the action taken thereon.

12. Records to be kept by Superintendent.—The Superintendent shall keep, or cause to be kept, the following records:—

(1) a register of prisoners admitted;

(2) a book showing when each prisoner is to be released;

(3) a punishment book for the entry of the punishments inflicted on prisoners for prison offences;

(4) a visitors' book for the entry of any observations made by the visitors touching any matters connected with the administration of the prison;

(5) a record of the money and other articles taken from prisoners;

and all such other records as may be prescribed by rules under section 59[1] * * *

Medical Officer

13. Duties of Medical Officer.—Subject to the control of the Superintendent, the Medical Officer shall have charge of the sanitary administration of the prison, and shall perform such duties as may be prescribed by rules made by the State Government under section [2][59].

14. Medical Officer to report in certain cases.—Whenever the Medical Officer has reason to believe that the mind of a prisoner is, or is likely to be, injuriously affected by the discipline or treatment to which he is subjected, the Medical Officer shall report the case in writing to the Superintendent, together with such observations as he may think proper.

This report, with the orders of the Superintendent thereon, shall forthwith be sent to the Inspector-General for information.

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[1]The words and figures "or section 60" omitted by the A.O. 1937.

[2]Subs. *ibid.*, for "60".

15. Report on death of prisoner.—On the death of any prisoner, the Medical Officer shall forthwith record in a register the following particulars, so far as they can be ascertained, namely:—

(1) the day on which the deceased first complained of illness or was observed to be ill,

(2) the labour, if any, on which he was engaged on that day,

(3) the scale of his diet on that day,

(4) the day on which he was admitted to hospital,

(5) the day on which the Medical Officer was first informed of the illness,

(6) the nature of the disease,

(7) when the deceased was last seen before his death by the Medical Officer or Medical Subordinate,

(8) when the prisoner died, and

(9) (in cases where a post-mortem examination is made) an account of the appearances after death,

together with any special remarks that appear to the Medical Officer to be required.

Jailor

16. Jailor.—(1) The Jailor shall reside in the prison, unless the Superintendent permits him in writing to reside elsewhere.

(2) The Jailor shall not, without the Inspector-General's sanction in writing be concerned in any other employment.

17. Jailor to give notice of death of prisoner.—Upon the death of a prisoner, the Jailor shall give immediate notice thereof to the Superintendent and the Medical Subordinate.

18. Responsibility of Jailor.—The Jailor shall be responsible for the safe custody of the records to be kept under section 12, for the commitment warrants and all other documents confided to his care, and for the money and other articles taken from prisoners.

19. Jailor to be present at night.—The Jailor shall not be absent from the prison for a night without permission in writing from the Superintendent; but, if absent without leave for a night from unaviodable necessity, he shall immediately report the fact and the cause of it to the Superintendent.

20. Powers of Deputy and Assistant Jailors.—Where a Deputy Jailor or Assistant Jailor is appointed to a prison, he shall, subject to the orders of the Superintendent, be competent to perform any of the duties, and be subject to all the responsibilities, of a Jailor under this Act or any rule thereunder.

Subordinate Officers

21. Duties of gate-keper.—The officer acting as gate-keeper, or any other officer of the prison, may examine anything carried in or out of the prison, and may stop and search

or cause to be searched any person suspected of bringing any prohibited article into or out of the prison, or of carrying out any property belonging to the prison, and, if any such article or property be found, shall give immediate notice thereof to the Jailor.

22. Subordinate officers not to be absent without leave.—Officers subordinate to the Jailor shall not be absent from the prison without leave from the Superintendent or from the Jailor.

23. Convict officers.—Prisoners who have been appointed as officers of prisons shall be deemed to be public servants within the meaning of the Indian Penal Code (45 of 1860).

CHAPTER IV

Admission, Removal and Discharge of Prisoners

24. Prisoners to be examined on admission.—(1) Whenever a prisoner is admitted into prison, he shall be searched, and all weapons and prohibited articles shall be taken from him.

(2) Every criminal prisoner shall also, as soon as possible after admission be examined under the general or special orders of the Medical Officer, who shall enter or cause to be entered in a book, to be kept by the Jailor, a record of the state of the prisoner's health, and of any wounds or marks on his person, the class of labour he is fit for if sentenced to rigorous imprisonment, and any observations which the Medical Officer thinks fit to add.

(3) In the case of female prisoners the search and examination shall be carried out by the matron under the general or special orders of the Medical Officer.

25. Effects of prisoners.—All money or other articles in respect whereof no order of a competent Court has been made, and which may with proper authority be brought into the prison by any criminal prisoner or sent to the prison for his use, shall be placed in the custody of the Jailor.

26. Removal and discharge of prisoners.—(1) All prisoners, previously to being removed to any other prison, shall be examined by the Medical Officer.

(2) No prisoner shall be removed from one prison to another unless the Medical Officer certifies that the prisoner is free from any illness rendering him unfit for removal.

(3) No prisoner shall be discharged against his will from prison, if labouring under any acute or dangerous distemper, nor until, in the opinion of the Medical Officer, such discharge is safe.

CHAPTER V

Discipline of Prisoners

27. Separation of prisoners.—The requisitions of this Act with respect to the separation of prisoners are as follows:—

(1) in a prison containing female as well as male prisoners, the females shall be imprisoned in

separate buildings, or separate parts of the same building, in such manner as to prevent their seeing, or conversing or holding any intercourse with, the male prisoners;

(2) in a prison where male prisoners under the age of [1][twenty-one] are confined, means shall be provided for separating them altogether from the other prisoners and for separating those of them who have arrived at the age of puberty from those who have not;

(3) unconvicted criminal prisoners shall be kept apart from convicted criminal prisoners; and

(4) civil prisoners shall be kept apart from criminal prisoners.

28. Association and segregation of prisoners.—Subject to the requirements of the last foregoing section, convicted criminal prisoners may be confined either in association or individually in cells or partly in one way and partly in the other.

29. Solitary confinement.—No cell shall be used for solitary confinement unless it is furnished with the means of enabling the prisoner to communicate at any time with an officer of the prison, and every prisoner so confined in a cell for more than twenty-four hours, whether as a punishment or otherwise, shall be visited at least once a day by the Medical Officer or Medical Subordinate.

30. Prisoners under sentence of death.—(1) Every prisoner under sentence of death shall, immediately on his arrival in the prison after sentence, be searched by, or by order of, the Jailor and all articles shall be taken from him which the Jailor deems it dangerous or inexpedient to leave in his possession.

(2) Every such prisoner shall be confined in a cell apart from all other prisoners, and shall be placed by day and by night under the charge of a guard.

CHAPTER VI

Food, Clothing and Bedding of Civil and Unconvicted Criminal Prisoners

31. Maintenance of certain prisoners from private sources.—A civil prisoner or an unconvicted criminal prisoner shall be permitted to maintain himself, and to purchase, or receive from private sources at proper hours, food. clothing, bedding or other necessaries, but subject to examination and to such rules as may be approved by the Inspector-General.

32. Restriction on transfer of food and clothing between certain prisoners.—No part of any food, clothing, bedding or other necessaries belonging to any civil or unconvicted criminal prisoner shall be given, hired or sold to any other prisoner; and any prisoner transgressing the provisions of

[1]Subs. by Act 6 of 1930, s. 2, for "eighteen".

this section shall lose the privilege of purchasing food or receiving it from private sources, for such time as the Superintendent thinks proper.

33. Supply of clothing and bedding to civil and unconvicted criminal prisoners.—(1) Every civil prisoner and unconvicted criminal prisoner unable to provide himself with sufficient clothing and bedding shall be supplied by the Superintendent with such clothing and bedding as may be necessary.

(2) When any civil prisoner has been committed to prison in execution of a decree in favour of a private person, such person, or his representative, shall, within forty-eight hours after the receipt by him of a demand in writing, pay to the Superintendent the cost of the clothing and bedding so supplied to the prisoner; and in default of such payment the prisoner may be released.

CHAPTER VII

Employment of Prisoners

34. Employments of civil prisoners.—(1) Civil prisoners may with the Superintendent's permission, work and follow any trade or profession

(2) Civil prisoners finding their own implements, and not maintained at the expense of the prison, shall be allowed to receive the whole of their earnings; but the earnings of such as are furnished with implements or are maintained at the expense of the prison shall be subject to a deduction, to be determined by the Superintendent, for the use of implements and the cost of maintenance.

35. Employment of criminal prisoners.—(1) No criminal prisoner sentenced to labour or employed on labour at his own desire shall, except on an emergency with the sanction in writing of the Superintendent, be kept to labour for more than nine hours in any one day.

(2) The Medical Officer shall from time to time examine the labouring prisoners while they are employed, and shall at least once in every fortnight cause to be recorded upon the history-ticket of each prisoner employed on labour the weight of such prisoner at the time.

(3) When the Medical Officer is of opinion that the health of any prisoner suffers from employment on any kind or class of labour, such prisoner shall not be employed on that labour but shall be placed on such other kind or class of labour as the Medical Officer may consider suited for him.

36. Employment of criminal prisoners sentenced to simple imprisonment.—Provision shall be made by the Superintendent for the employment (as long as they so desire) of all criminal prisoners sentenced to simple imprisonment; but no prisoner not sentenced to rigorous imprisonment shall be punished for neglect of work excepting by such alteration in the scale of diet as may be established by the rules of the prison in the case of neglect of work by such a prisoner.

CHAPTER VIII

Health of Prisoners

37. Sick prisoners.—(1) The names of prisoners desiring to see the Medical Subordinate or appearing out of health in mind or body shall, without delay, be reported by the officer in immediate charge of such prisoners to the Jailor.

(2) The Jailor shall, without delay, call the attention of the Medical Subordinate to any prisoner desiring to see him, or who is ill, or whose state of mind or body appears to require attention, and shall carry into effect all written directions given by the Medical Officer or Medical Subordinate respecting alterations of the discipline or treatment of any such prisoner.

38. Record of directions of Medical Officers.—All directions given by the Medical Officer or Medical Subordinate in relation to any prisoner, with the exception of orders for the supply of medicines or directions relating to such matters as are carried into effect by the Medical Officer himself or under his superintendence, shall be entered day by day in the prisoner's history-ticket or in such other record as the State Government may by rule direct, and the Jailor shall make an entry in its proper place stating in respect of each direction the fact of its having been or not having been complied with, accompanied by such observations, if any, as the Jailor thinks fit to make, and the date of the entry.

39. Hospital.—In every prison a hospital or proper place for the reception of sick prisoners shall be provided.

CHAPTER IX

Visits to Prisoners

40. Visits to civil and unconvicted criminal prisoners.—Due provision shall be made for the admission, at proper times and under proper restrictions, into every prison of persons with whom civil or unconvicted criminal prisoners may desire to communicate, care being taken that, so far as may be consistent with the interests of justice, prisoners under trial may see their duly qualified legal advisers without the presence of any other person.

41. Search of visitors.—(1) The Jailor may demand the name and address of any visitor to a prisoner, and, when the Jailor has any ground for suspicion, may search any visitor, or cause him to be searched, but the search shall not be made in the presence of any prisoner or of another visitor.

(2) In case of any such visitor refusing to permit himself to be searched, the Jailor may deny him admission; and the grounds of such proceeding, with the particulars thereof, shall be entered in such record as the State Government may direct.

CHAPTER X

OFFENCES IN RELATIONS TO PRISONS

42. Penalty for introduction or removal of Prohibited articles into or from prison and communication with prisoners.—Whoever, contrary to any rule under section [1][59], introduces or removes, or attempts by any means whatever to introduce or remove, into or from any prison, or supplies or attempts to supply to any prisoner outside the limits of a prison, any prohibited article,

and every officer of a prison who, contrary to any such rule, knowingly suffers any such article to be introduced into or removed from any prison, to be possessed by any prisoner, or to be supplied to any prisoner outside the limits of a prison,

and whoever, contrary to any such rule, communicates or attempts to communicate with any prisoner,

and whoever abets any offence made punishable by this section,

shall, on conviction before a Magistrate, be liable to imprisonment for a term not exceeding six months, or to fine not exceeding two hundred rupees, or to both.

43. Power to arrest for offence under section 42.—When any person, in the presence of any officer of a prison, commits any offence specified in the last foregoing section, and refuses on demand of such officer to state his name and residence, or gives a name or residence which such officer knows or has reason to believe, to be false, such officer may arrest him, and shall without unnecessary delay make him over to a police officer, and thereupon such police officer shall proceed as if the offence had been committed in his presence.

44. Publication of penalties.—The Superintendent shall cause to be affixed, in a conspicuous place outside the prison, a notice in English and the Vernacular setting forth the acts prohibited under section 42 and the penalties incurred by their commission.

CHAPTER XI

PRISON OFFENCES

45. Prison offences.—The following acts are declared to be prison offences when committed by a prisoner:—

(1) such wilful disobedience to any regulation of the prison as shall have been declared by rules made under section 59 to be a prison offence;

(2) any assault or use of criminal force;

(3) the use of insulting or threatening language;

(4) immoral or indecent or disorderly behaviour;

(5) wilfully disabling himself from labour;

(6) contumaciously refusing to work;

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[1] Subs. by the A. O. 1937, for "60."

(7) filing, cutting, altering or removing handcuffs, fetters or bars without due authority;

(8) wilful idleness or negligence at work by any prisoner sentenced to rigorous imprisonment;

(9) wilful mismanagement of work by any prisoner sentenced to rigorous imprisonment;

(10) wilful damage to prison property;

(11) tampering with or defacing history-tickets, records or documents;

(12) receiving, possessing or transferring any prohibited article;

(13) feigning illness;

(14) wilfully bringing a false accusation against any officer or prisoner;

(15) omitting or refusing to report as soon as it comes to his knowledge, the occurrence of any fire, any plot or conspiracy, any escape, attempt or preparation to escape, and any attack or preparation for attack upon any prisoner or prison official; and

(16) conspiring to escape, or to assist in escaping, or to commit any other of the offences aforesaid.

46. Punishment of such offences.—The Superintendent may examine any person touching any such offence, and determine thereupon, and punish such offence by—

(1) a formal warning:

Explanation.—A formal warning shall mean a warning personally addresesd to a prisoner by the Superintendent and recorded in the punishment book and on the prisoner's history-ticket;

(2) change of labour to some more irksome or severe form [1][for such period] as may be prescribed by rules made by the [2][State Government];

(3) hard labour for a period not exceeding seven days in the case of convicted criminal prisoners not sentenced to rigorous imprisonment;

(4) such loss of privileges admissible under the remission system for the time being in force as may be prescribed by rules made by the [2][State Government];

(5) omitted. [W. B. Act 22/57, section 3(1)];

(6) imposition of handcuffs of such pattern and weight, in such manner and for such period, as may be prescribed by rules made by the [2][State Government];

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[1]Ins. by Act 17 of 1925, s. 2.

[2]Subs. successively by the A. O. 1937 and A. O. 1950 for "Governor-General in Council".

(7) imposition of fetters of such pattern and weight, in such manner and for such period, as may be prescribed by rules made by the [1][State Government];

(8) separate confinement for any period not exceeding [2][three] months;

Explanation.—Separate confinement means such confinement with or without labour as secludes a prisoner from communication with, but not from sight of, other prisoners, and allows him not less than one hour's exercise per diem and to have his meals in association with one or more other prisoners;

(9) omitted. [W. B. Act 22/57, s. 3(1)];

(10) cellular confinement for any period not exceeding fourteen days:

Provided that after each period of cellular confinement an interval of not less duration than such period must elapse before the prisoner is again sentenced to cellular or solitary confinement;

Explanation.—Cellular confinement means such confinement with or without labour as entirely secludes a prisoner from communication with, but not from sight of, other prisoners;

[(11)] omitted. [W. B. Act 22/57, s. 3(1)];

[(12)] omitted. [W. B. Act 22/57, s. 3(2)];

Provided that nothing in this section shall render any female or civil prisoner liable to the imposition of any form of handcuffs or fetters. [*][3]

47. Plurality of punishments under section 46.—[4][(1)] Any two of the punishments enumerated in the last foregoing section may be awarded for any such offence in combination, subject to the following exceptions, namely:—

(1) formal warning shall not be combined with any other punishment except loss of privileges under clause (4) of that section;

(2) omitted. [W. B. Act 22/57, s. 4];

[5][(3) cellular confinement shall not be combined with separate confinement so as to prolong the total period of seclusion to which the prisoner shall be liable;]

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[1] Subs. successively by the A.O. 1937 and A.O. 1950 for "Governor-General in Council".

[2] Subs. by Act 17 of 1925, s. 2, for "six".

[3] Omitted [W. B. Act 22/57, s. 3 (2)].

[4] The original s. 47 renumbered as sub-section (1) of that section by s. 3, *ibid.*

[5] Subs. by Act 17 of 1925, s. 3, for the original exception (3).

(4) omitted. [W. B. Act 22/57, s. 4.]

[1][(5) no punishment shall be combined with any other punishment in contravention of rules made by the State Government.

[1][(2) No punishment shall be awarded for any such offence so as to combine with the punishment awarded for any other such offence, two of the punishments which may not be awarded in combination for any such offence.]

48. Award of punishments under sections 46 and 47.—(1) The Superintendent shall have power to award any of the punishments enumerated in the two last foregoing sections, subject, in the case of separate confinement for a period exceeding one month, to the previous confirmation of the Inspector-General.

(2) No officer subordinate to the Superintendent shall have power to award any punishment whatever.

49. Punishments to be in accordance with foregoing sections.—Except by order of a Court of Justice, no punishment other than the punishments specified in the foregoing sections shall be inflicted on any prisoner, and no punishment shall be inflicted on any prisoner otherwise than in accordance with the provisions of those sections.

50. Medical Officer to certify to fitness of prisoner for punishment. – 1) No punishment [*] of change of labour under section 46, clause (2), shall be executed until the prisoner to whom such punishment has been awarded has been examined by the Medical Officer, who, if he considers the prisoner fit to undergo the punishment, shall certify accordingly in the appropriate column of the punishment book prescribed in section 12.

(2) If he considers the prisoner unfit to undergo the punishment, he shall in like manner record his opinion in writing and shall state whether the prisoner is absolutely unfit for punishment of the kind awarded, or whether he considers any modification necessary.

(3) In the latter case he shall state what extent of punishment he thinks the prisoner can undergo without injury to his health.

51. Entries in punishment book.—(1) In the punishment book prescribed in section 12 there shall be recorded, in respect of every punishment inflicted, the prisoner's name, register number and the class (whether habitual or not) to which he belongs, the prison offence of which he was guilty, the date on which such prison offence was committed, the

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[1]Ins. by Act 17 of 1925, s. 3.

[*] Omitted. W. B. Act 22/57; section 5.

number of previous prison offences recorded against the prisoner, and the date of his last prison offence, the punishment awarded, and the date of infliction.

(2) In the case of every serious prison offence, the names of the witnesses proving the offence shall be recorded, [*].

(3) Against the entries relating to each punishment the Jailor and the Superintendent shall affix their initials as evidence of the correctness of the entries.

52. Procedure on committal of heinous offence.—If any prisoner is guilty of any offence against prison discipline which, by reason of his having frequently committed such offences or otherwise, in the opinion of the Superintendent, is not adequately punishable by the infliction of any punishment which he has power under this Act to award, the Superintendent may forward such prisoner to the Court of the District Magistrate or of any Magistrate of the first class [1][or Presidency Magistrate] having jurisdiction, together with a statement of the circumstances, and such Magistrate shall thereupon inquire into and try the charge so brought against the prisoner, and, upon conviction, may sentence him to imprisonment which may extend to one year, such term to be in addition to any term for which such prisoner was undergoing imprisonment when he commited such offence, or may sentence him to any of the punishments enumerated in section 46:

[2][Provided that any such case may be transferred for inquiry and trial by the District Magistrate to any Magistrate of the first class and by a Chief Presidency Magistrate to any other Presidency Magistrate: and]

Provided also that no person shall be punished twice for the same offence.

53. Omitted. [W. B. Act 22/57, s. 7].

54. Offences by prison subordinates.—(1) Every Jailor or officer of a prison subordinate to him who shall be guilty of any violation of duty or wilful breach or neglect of any rule or regulation or lawful order made by competent authority, or who shall withdraw from the duties of his office without permission, or without having given previous notice in writing of his intention for the period of two months, or who shall wilfully overstay any leave granted to him, or who shall engage without authority in any employment other than his prison duty, or who shall be guilty of cowardice, shall be liable, on conviction before a Magistrate, to fine not exceeding two hundred rupees, or to imprisonment for a period not exceeding three months, or to both.

(2) No person shall under this section be punished twice for the same offence.

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*Omitted. W. B. Act 22/57; section 6.
[1]Ins. by Act 13 of 1910, s. 2.
[2]Subs. by s. 2, *ibid*, for the original proviso.

CHAPTER XII

Miscellaneous

55. Extramural custody, control and employment of prisoners.—A prisoner, when being taken to or from any prison in which he may be lawfully confined, or whenever he is working outside or is otherwise beyond the limits of any such prison in or under the lawful custody or control of a prison officer belonging to such prison, shall be deemed to be in prison and shall be subject to all the same incidents as if he were actually in prison.

56. Confinement in irons.—Whenever the Superintendent considers it necessary (with reference either to the state of the prison or the character of the prisoners) for the safe custody of any prisoners that they should be confined in irons, he may, subject to such rules and instructions as may be laid down by the Inspector-General with the sanction of the State Government, so confine them.

57. Omitted. [W. B. Act 22/57, s. 8].

58. Prisoners not to be ironed by Jailor except under necessity.—No prisoner shall be put in irons or under mechanical restraint by the Jailor of his own authority, except in case of urgent necessity, in which case notice thereof shall be forthwith given to the Superintendent.

59. Power to make rules.—[1][The State Government may] make rules consistent with this Act—

(1) defining the acts which shall constitute prison offences;

(2) determining the classification of prison offences into serious and minor offences;

(3) fixing the punishments admissible under this Act which shall be awardable for commission of prison offences or classes thereof;

(4) declaring the circumstances in which acts constituting both a prison offence and an offence under the Indian Penal Code (Act 45 of 1860) may or may not be dealt with as a prison offence;

(5) for the award of marks and the shortening of sentences;

(6) regulating the use of arms against any prisoner or body of prisoners in the case of an outbreak or attempt to escape;

(7) defining the circumstances and regulating the conditions under which prisoners in danger of death may be released;

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[1]Subs., *ibid*, for "The Governor-General in Council may for any part of British India, and each Local Government with the previous sanction of the Governor-General in Council may for the territories under its administration".

[1][(8) for the classification of prisons, and description and construction of wards, cells and other places of detention;

(9) for the regulation by numbers, length or character of sentences, or otherwise, of the prisoners to be confined in each class of prisons;

(10) for the government of prisons and for the appointment of all officers appointed under this Act;

(11) as to the food, bedding and clothing of criminal prisoners and of civil prisoners maintained otherwise than at their own cost;

(12) for the employment, instruction and control of convicts within or without prisons;

(13) for defining articles the introduction or removal of which into or out of prisons without due authority is prohibited;

(14) for classifying and prescribing the forms of labour and regulating the periods of rest from labour;

(15) for regulating the disposal of the proceeds of the employment of prisoners;

(16) omitted. [W. B. Act 22/57, s. 9(1)].

(17) for the classification and the separation of prisoners;

(18) for regulating the confinement of convicted criminal prisoners under section 28;

(19) for the preparation and maintenance of history-tickets;

(20) for the selection and appointment of prisoners as officers of prisons;

(21) for rewards for good conduct;

(22) for regulating the transfer of prisoners whose term of [*] imprisonment is about to expire; subject, however, to the consent of the State Government of any other State to which a prisoner is to be transferred;

(23) for the treatment, transfer and disposal of criminal lunatics or recovered criminal lunatics confined in prisons;

(24) for regulating the transmission of appeals and petitions from prisoners and their communications with their friends;

(25) for the appointment and guidance of visitors of prisons;

(26) for extending any or all of the provisions of this Act and of the rules thereunder to subsidiary jails or special places of confinement appointed under section 541 of the [2]Code of Criminal Procedure, 1882 (10 of 1882), and to the officers employed, and the prisoners confined, therein;

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[1]Subs. by the A.O. 1937, for original clauses (8) and (9).

[*] Omitted. W. B. Act 22/57; section 9(2).

[2]The relevant provisions of the Code of Criminal Procedure, 1898 (5 1898) to be referred to.

(27) in regard to the admission, custody, employment, dieting, treatment and release of prisoners; and

(28) generally for carrying into effect the purposes of this Act.]

[1]**60. [Power of Local Government to make rules.]** Omitted by the Government of India (Adaptation of Indian Laws) Order, 1937.

61. Exhibition of copies of rules.—Copies of rules, under [2][section 59] so far as they affect the government of prisons, shall be exhibited, both in English and in the Vernacular, in some place to which all persons employed within a prison have access.

62. Exercise of powers of Superintendent and Medical Officer.—All or any of the powers and duties conferred and imposed by this Act on a Superintendent or Medical Officer may in his absence be exercised and performed by such other officer as the State Government may appoint in this behalf either by name or by his official designation.

The Schedule.—[Enactments Repealed.] Rep. by the Repealing Act, 1938 (1 of 1938), s. 2 and Sch.

[1]The provisions of this section have been incorporated with slight modifications in clauses (8) to (27) of s. 59.

[2]Subs. by the A O. 1937, for "sections 59 and 60".

APPENDIX No. 2.

WEST BENGAL ACT XXII OF 1957

THE PRISONS (WEST BENGAL AMENDMENT) ACT, 1957

[Passed by the West Bengal Legislature.]

[Assent of the Governor was first published in the *Calcutta Gazette, Extra ordinary,* of the 6th January, 1958.]

[6th January, 1958.]

An Act to amend the Prisons Act, 1894, in its application to West Bengal.

IX of 1894.

Whereas it is expedient to amend the Prisons Act, 1894, in its application to West Bengal for the purposes and in the manner hereinafter appearing;

It is hereby enacted in the Eighth Year of the Republic of India, by the Legislature of West Bengal, as follows:—

Short title.

1. This Act may be called the Prisons (West Bengal Amendment) Act, 1957.

Application of the Act.

2. The Prisons Act, 1894 (hereinafter referred to as the said Act), shall, in its application to West Bengal, be amended for the purposes and in the manner hereinafter provided.

Amendment of section 46.

3. In section 46 of the said Act,—

(1) clause (5), clause (9) with the proviso thereof, clause (11) and clause (12) shall be omitted, and

(2) at the end of the proviso the words ", or to whipping" shall be omitted.

Amendment of section 47.

4. In sub-section (1) of section 47 of the said Act, clause (2) and clause (4) shall be omitted.

Amendment of section 50.

5. In sub-section (1) of section 50 of the said Act, the words "of penal diet, either singly or in combination, or of whipping, or" shall be omitted.

Amendment of section 51.

6. In sub-section (2) of section 51 of the said Act, the words ", and, in the case of offences for which whipping is awarded, the Superintendent shall record the substance of the evidence of the witnesses, the defence of the prisoner, and the finding with the reasons therefor" shall be omitted.

Omission of section 53.

7. Section 53 of the said Act shall be omitted.

Omission of section 57.

8 Section 57 of the said Act shall be omitted.

Amendment of section 59.

9. In section 59 of the said Act,—

(1) clause (16) shall be omitted;

(2) in clause (22), the words "transportation or" shall be omitted.

APPENDIX No. 3.

THE PRISONERS ACT, 1900.

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Act No. III of 1900[1]

2nd February 1900.

An Act to consolidate the law relating to Prisoners confined by order of a Court

[As modified up to the 15th April 1950.]

Whereas it is expedient to consolidate the law relating to prisoners confined by order of a Court; It is hereby enacted as follows:—

PART I

PRELIMINARY

1. Short title and extent.—(1) This Act may be called the Prisoners Act, 1900.

[2][(2) It extends to the whole of India except [3](the territories which immediately before the 1st November, 1956, were comprised in) Part B States.]

[4] * * * *

2. Definitions.—In this Act, unless there is anything repugnant in the subject or context,—

(a) "Court" includes a Coroner and any officer lawfully exercising civil, criminal or revenue jurisdiction; and

(b) "prison" includes any place which has been declared by the [5][State Government], by general or special order, to be a subsidiary jail.

[6][(c) 'State' means [3]the territories to which this Act extends].

PART II

GENERAL

3. Officers-in-charge of prisons to detain persons duly committed to their custody.—The officer in charge of a prison shall receive and detain all persons duly committed to his custody, under this Act or otherwise, by any Court, according to the exigency of any writ, warrant or orders by which such person has been committed, or until such person is discharged or removed in due course of law.

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[1]For Statement of Objects and Reasons, *see* Gazette of India, 1899, Pt. V p. 101; for Report of the Select Committee, *see ibid*, 1900, p. 23; for Proceedings in Council, *see ibid*, 1899, Pt. VI, pp. 102 & 242; *ibid*, 1900, p. 21.

The Act has been amended in its application to Aden by Regulation I of 1927, Madras by Madras Act 21 of 1949 and Madhya Pradesh by C. P. and Berar Act 4 of 1939.

[2]Subs. by the A. O. 1950 for the original sub-section (2).

[3]Subs. by A.O. (2), 1956.

[4]The word "and" and sub-section (*3*) repealed by s. 3 and Sch. II of the Repealing and Amending Act, 1914 (X of 1914).

[5]Subs. by the A. O. 1950 for "Provincial Government".

[6]Ins. by the A. O. 1950.

4. Officers in charge of prisons to return writs, etc., after execution or discharge.—The officer in charge of a prison shall forthwith, after the execution of every such writ, order or warrant as aforesaid other than a warrant of commitment for trial, or after the discharge of the person committed thereby, return such writ, order or warrant to the Court by which the same was issued or made, together with a certificate, endorsed thereon and signed by him, showing how the same has been executed, or why the person committed thereby has been discharged from custody before the execution thereof.

PART III

PRISONERS IN THE PRESIDENCY TOWNS

5. Warrants, etc., to be directed to Police officers.—Every writ or warrant for the arrest of any person issued by the High Court in the exercise of its ordinary, extraordinary or other criminal jurisdiction shall be directed to and executed by a Police officer within the local limits of such jurisdiction.

6. Power for State Governments to appoint Superintendents of Presidency prisons.—The [1][State Government] may appoint officers who shall have authority to receive and detain prisoners committed to their custody under this Part.

Explanation.—Any officer so appointed, by whatever designation he may be styled, is hereinafter referred to as "the Superintendent".

7. Delivery of persons sentenced to imprisonment or death by High Court.—Where any person is sentenced by the High Court in the exercise of its original criminal jurisdiction to imprisonment or to death, the Court shall cause him to be delivered to the Superintendent, together with its warrant, and such warrant shall be executed by the Superintendent and returned by him to the High Court when executed.

8. Delivery of persons sentenced to transportation or penal servitude by High Court.—Where any person is sentenced by the High Court in the exercise of its original criminal jurisdiction to transportation [2]* * * the Court shall cause him to be delivered for intermediate custody to the Superintendent, and the transportation [2]* * * of such person shall be deemed to commence from such delivery.

9. Delivery of persons committed by High Court in execution of a decree or for contempt.—Where any person is committed by the High Court, whether in execution of a decree or for contempt of Court or for any other cause, the Court shall cause him to be delivered to the Superintendent, together with its warrant of commitment.

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[1]Subs. by the A. O. 1950 for "Provincial Government".

[2]The words "or penal servitude" omitted by s. 4 of the Criminal Law (Removal of Racial Discrimination) Act, 1949 (17 of 1949) (with effect from 6-4-1949).

10. Delivery of persons sentenced by Presidency Magistrates.—Where any person is sentenced by a Presidency Magistrate to imprisonment, or is committed to prison for failure to find security to keep the peace or to be of good behaviour, the Magistrate shall cause him to be delivered to the Superintendent, together with his warrant.

11. Delivery of person committed for trial by High Court.—Every person committed by a Magistrate, [1][or Justice of the Peace] for trial by the High Court in the exercise of its original criminal jurisdiction shall be delivered to the Superintendent together with a warrant of commitment, directing the Superintendent to produce such person before the Court for trial; and the Superintendent shall, as soon as practicable, cause such person to be taken before the Court at a criminal session thereof, together with the warrant of commitment, in order that he may be dealt with according to law.

12. Custody pending hearing by High Court under section 350 of the Code of Civil Procedure of application for insolvency.—The High Court may, pending the hearing under [2]section 350 of the Code Civil Procedure (XIV of 1882) of any application for a declaration of insolvency, cause the judgment-debtor concerned to be delivered to the Superintendent, subject to the provisions as to release on security of [2]section 349 of the said Code, and the Superintendent shall detain the said judgment-debtor in safe custody until he is re-delivered to an officer of the High Court for the purpose of being taken before it in pursuance of its order, or until he is released in due course of law.

13. Delivery of persons arrested in pursuance of warrant of High Court or Civil Court in Presidency town.—(1) Every person arrested in pursuance of a writ, warrant or order of the High Court in the exercise of its original civil jurisdiction, or in pursuance of a warrant of any Civil Court established in a Presidency town under any law or enactment for the time being in force, or in pursuance of a warrant issued under section 5, shall be brought without delay before the Court by which, or by a Judge of which, the writ, warrant or order was issued, awarded or made, or before a Judge thereof, if the said Court, or a Judge thereof, is then sitting for the exercise of original jurisdiction.

(2) If the said Court, or a Judge thereof, is not then sitting for the exercise of original jurisdiction, such person arrested as aforesaid shall, unless a Judge of the said Court otherwise directs, be delivered to the Superintendent for intermediate custody, and shall be brought before the said Court, or a Judge thereof, at the next sitting of the said Court, or of a Judge thereof, for the exercise of original jurisdiction in order that such person may be dealt with according to law; and the said Court or Judge shall have power to make or award all necessary orders or warrants for that purpose.

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[1]Subs. for "Justice of the Peace or Coroner" by s. 11 of the Coroners (Amendment) Act, 1908 (IV of 1908).

[2]This reference should be construed as applying to the Provincial Insolvency Act, 1920 (5 of 1920), *See* s. 83 (2) of that Act.

PART IV

PRISONERS OUTSIDE THE PRESIDENCY TOWNS

14. References in this part to prisons, etc., to be construed as referring also to Reformatory Schools.—In this Part all references to prisons or to imprisonment or confinement shall be construed as referring also to Reformatory Schools or to detention therein.

[1][**15. Power for officers in charge of prisons to give effect to sentences of certain Courts.**—(1) Officers in charge of prisons outside the Presidency-towns may give effect to any sentence or order or warrant for the detention of any person passed or issued—

(a) by any Court or tribunal acting, whether within or without the States under the general or special authority of the Central Government, or of any State Government, or of the Government of Burma, or by any Court or tribunal, which was before the commencement of the Constitution acting under the general or special authority of His Majesty, or of the Crown Representative; or

(b) before the 26th January, 1950, by any Court or tribunal in any Indian State—

(i) if the presiding Judge, or if the Court or tribunal consisted of two or more Judges, at least one of the Judges, was an officer of the Crown authorised to sit as such Judge by the State or the Ruler thereof or by the Central Government or the Crown Representative; and

(ii) if the reception, detention or imprisonment in any Province of India of persons sentenced by any such Court or tribunal had been authorised by general or special order by the State Government; or

(*c*) [2]* * * *

Provided that effect shall not be given to any sentence or order or warrant for detention passed or issued by any Court or tribunal in Burma without the previous sanction of the State Government concerned.

(2) Where a Court or tribunal of such an Indian State as aforesaid had passed a sentence which could not have been executed without the concurrence of an officer of the Crown, and such sentence had been considered on the merits and confirmed by any such officer specially authorised in that behalf, such sentence, and any order or warrant issued in pursuance thereof, shall be deemed to be the sentence, order or warrant of a Court or tribunal acting under the authority of the Central Government or the Crown Representative.]

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[1]Subs. by the A. O. 1950 for the original section.

[2]Omitted by the A O. (2), 1956.

16. Warrant of officer of such Court to be sufficient authority.—A warrant under the official signature of an officer of such Court or tribunal as is referred to in section 15 shall be sufficient authority for holding any person in confinement, or for sending any person for transportation, in pursuance of the sentence passed upon him.

17. Procedure where officer in charge of prison doubts the legality of warrant sent to him for execution under this Part.—(1). Where an officer in charge of prison doubts the legality of a warrant or order sent to him for execution under this Part, or the competency of the person whose official seal or signature is affixed thereto to pass the sentence and issue the warrant or order, he shall refer the matter to the [1][State Government] by whose order on the case he and all other public officers shall be guided as to the future disposal of the prisoner.

(2) Pending a reference made under sub-section (1), the prisoner shall be detained in such manner and with such restrictions or mitigations as may be specified in the warrant or order.

18. Execution in the States of certain capital sentences not ordinarily executable there.—(1) Where a [2][Court established by the authority of the Central Government] exercising, in or with respect to territory beyond the limits of [3][the States] jurisdiction which the [4][Central Government] has in such territory,—

(a) has sentenced any person to death, and,

(b) being of opinion that such sentence should, by reason of there being in such territory no secure place for the confinement of such person or no suitable appliances for his execution in a decent and humane manner, be executed in [3][the States], has issued its warrant for the execution of such sentence to the officer in charge of a prison in [3][the States],

such officer shall, on receipt of the warrant, cause the execution to be carried out at such place as may be prescribed therein in the same manner, and subject to the same conditions in all respects as if it were a warrant duly issued under the provision of section 381 of the Code of Criminal Procedure, 1898 (V of 1898).

(2) The prisons of which the officers in charge are to execute sentences under any such warrants as aforesaid [5][shall in each [6][State] be such as the [7][State Government] may, by general or special order direct.

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[1]Subs. by the A. O. 1950 for "Provincial Government".
[2]Subs. by the A. O. 1948 for "British Court".
[3]Subs. by the A. O. 1950 for "the Provinces".
[4]Subs. by the A. O. 1948 for "Crown".
[5]Subs. by the A. O. 1937 for "shall be such as the Governor-General in Council or a Local Government authorized by the Governor-General in Council in this behalf".
[6]Subs. by the A. O. 1950 for "Province".
[7]Subs. by the A. O. 1950 for "Provincial Government".

[1]* * * *

[Part V.—Persons under Sentence of Penal Servitude—Sections 19—27] Repealed by s. 4 of the Criminal Law (Removal of Racial Discrimination) Act, 1949 (17 of 1949) (with effect from 6-4-1949).

PART VI

Removal of Prisoners

28. References in this Part to prisons, etc., to be construed as referring also to Reformatory Schools.—In this Part, all references to prisons or to imprisonment or confinement shall be construed as referring also to Reformatory Schools or to detention therein.

[2][**29. Removal of prisoners.**—(1)] The [3][State Government] may, by general or special order, provide for the removal of any prisoner confined in a prison—

(a) under sentence of death, or

(b) under, or in lieu of, a sentence of imprisonment or transportation, or

(c) in default of payment of a fine, or

(d) in default of giving security for keeping the peace or for maintaining good behaviour,

to any other prison in [4][the [5][State] [6]* * *]

(2) [7]Subject to the orders, and under the control of the [3][State Government] the Inspector-General of Prisons may, in like manner, provide for the removal of any prisoner confined as aforesaid in a prison in the [5][State] to any other prison in the [5][State] [8]***.]

30. Lunatic prisoners how to be dealt with.—(1) Where it appears to the [3][State Government] that any person detained or imprisoned under any order or sentence of any Court

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[1]Sub-section (3) and proviso omitted by the A. O. 1950.

[2]This section was substituted by s. 3 and Sch. II of the Amending Act, 1903 (I of 1903).

[3]Subs. by the. A. O. 1950 for "Provincial Government".

[4]Subs. by the A. O. 1937 for "British India or to any Prison in Berar".

[5]Subs. by the A. O. 1950 for "Province".

[6]The words "or, with the consent of the State Government concerned to any prison in any other State" were repealed by s. 4 of the Transfer of Prisoners Act, 1950 (29 of 1950).

[7]Subs. by the A. O. 1937 for "The Local Government, and (subject to its orders and under its control)".

[8]The words "or, in the case of a prisoner so confined in a prison in the C.P., for his removal to any other prison in the Province or to any prison in Berar". rep. by the A. O. 1937.

is of unsound mind, the [1][State Government] may, by a warrant setting forth the grounds of belief that the person is of unsound mind, order his removal to a lunatic asylum or other place of safe custody within the [2][State], there to be kept and treated as the [1][State Government] directs during the remainder of the term for which he has been ordered or sentenced to be detained or imprisoned, or, if on the expiration of that term it is certified by a medical officer that it is necessary for the safety of the prisoner or others that he should be further detained under medical care or treatment then until he is discharged according to law.

(2) Where it appears to the [1][State Government] that the prisoner has become of sound mind, [1][State Government] shall, by a warrant directed to the person having charge of the prisoner, if still liable to be kept in custody, remand him to the prison from which he was removed, or to another prison within the [2][State] or, if the prisoner is no longer liable to be kept in custody, order him to be discharged.

(3) The provisions of section 9 of the Lunatic Asylums Act, 1858 (XXXVI of 1858) shall apply to every person confined in a lunatic asylum under sub-section (1) after the expiration of the term for which he was ordered or sentenced to be detained or imprisoned; and the time during which a prisoner is confined in a lunatic asylum under that sub-section shall be reckoned as part of the term of detention or imprisonment which he may have been ordered or sentenced by the Court to undergo.

[3][(4) In any case in which the [1][State Government] is competent under sub-section (1) to order the removal of a prisoner to a lunatic asylum or other place of safe custody within the [2][State], the [1][State Government] may order his removal to any such asylum or place within any other [2][State] or within any [4]part of India to which this Act does not extend by agreement with the [1][State Government] of such other [2][State]; [5]* * * and the provisions of this section respecting the custody detention, remand and discharge of a prisoner removed under sub-section (1) shall, so far as they can be made applicable, apply to a prisoner removed under this sub-section.]

31. Removal of prisoners from territories under one Local Government to territories under another.—Rep. by. s.4 and Sch. III of the Amending Act, 1903 (I of 1903).

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[1]Subs. by the A. O. 1950 for "Provincial Government".

[2]Subs. by the A.O. 1950 for "Province".

[3]This sub-section was substituted by s. 2 and Sch. I of the Devolution Act, 1920 (38 of 1920.)

[4]Subs. by the A. O. (2) 1956 for "Indian State".

[5]Omitted. A. O.(2), 1956.

PART VIA*

TEMPORARY RELEASE OF PRISONERS

31A. Temporary release of prisoners.—(1) The State Government or such authority as the State Government may empower in this behalf may subject to the provisions of this Part and to such conditions as may be prescribed by rules made under section 31C, at any time, release temporarily for a period not exceeding one month excluding the time required for journey from and to the prison, any prisoner who, having been sentenced to imprisonment for a term of more than two years, has actually undergone imprisonment for not less than one year:

Provided that before a prisoner is released under this sub-section he shall have to execute a bond with or without sureties as the State Government or other authority making the order of release may determine, for good behaviour during the period of release and for observing the conditions of the release:

Provided further that a prisoner who has previously been temporarily released under this sub-section shall not again be so released unless after his return to prison from the last temporary release there shall have elapsed—

(a) in the case of a prisoner sentenced to imprisonment for a term of less than five years, a period of one year, or

(b) in the case of a prisoner sentenced to imprisonment for a term of five years or more, a period of two years.

Explanation.—In this Part "prisoner" does not include a person convicted of any offence under Chapter VI or Chapter VII or under any of sections 392 to 402 (inclusive), of the Indian Penal Code (Act XLV of 1860) or classified as a habitual criminal for the purpose of the rules for the time being in force made under the Prisons Act, 1894 (IX of 1894).

(2) No prisoner shall be released under sub-section (1) unless—

(a) he shall have, after the expiry of the period of release, at least one year of further imprisonment to undergo;

(b) he has undergone, with remission earned, imprisonment for—

(i) in the case of a prisoner sentenced to imprisonment for a term of less than five years, half the period of his sentence, or

(ii) in the case of a prisoner sentenced to imprisonment for a term of five years or more, half the period of his sentence or a period of three years, whichever is less;

*Part VIA inserted by W. B. Act 13/55 s. 3.

(c) the officer in charge of the prison certifies that the conduct of the prisoner in the prison has been good.

(3) Every prisoner shall, when released under sub-section (1), remain within West Bengal during the period of such release.

(4) The provisions of sections 514, 514A, 514B and 515 of the Code of Criminal Procedure, 1898 (Act V of 1898) shall as far as may be, apply in respect of bonds executed, with or without sureties, in pursuance of the first proviso of sub-section (1).

(5) The order granting release may be cancelled by the State Government or other authority making the order for any reason considered sufficient by it and shall be so cancelled if, during the period of release, the prisoner contravenes any of the conditions of the release or commits any offence.

(6) Subject to the provisions of sub-section (2) of section 31B, the period of release of a prisoner under sub-section (1) shall count towards the total period of his sentence.

31B. Surrender by prisoner after release period.—(1) On the expiry of the period for which a prisoner is released under sub-section (1) of section 31A, he shall surrender himself to the officer-in-charge of the prison from which he is released.

(2) If a prisoner does not surrender himself as required by sub-section (1), he may be arrested by any police officer without a warrant and shall be remanded to undergo the unexpired portion of his sentence (the period of release not being counted towards the total period of his sentence) and shall also be punishable under section 46 of the Prisons Act, 1894 (IX of 1894), as if he had committed a prison offence referred to in section 45 of that Act.

31C. Power to make rules.—(1) The State Government may make rules for carrying out the purposes of this Part.

(2) In particular and without prejudice to the generality of the foregoing provision such rules may provide for—

(a) the procedure to be followed in respect of the proceedings for the release of prisoners under section 31A;

(b) the conditions of release of prisoners under section 31A including conditions for supervision during the period of such release;

(c) travelling allowances for prisoners during the period of release under section 31A; and

(d) restrictions on the movements of prisoners during the period of release under section 31A.

PART VII

PERSONS UNDER SENTENCE OF TRANSPORTATION

32. Appointment of places for confinement of persons under sentence of transportation and removal thereto.—[1]The [2][State Government] may appoint places within the [3][State] to which persons under sentence of transportation shall be sent; and the [2][State Government], or some officer duly authorized in this behalf by the [2][State Government], shall give orders for the removal of such persons to the places so appointed, except when sentence of transportation is passed on a person already undergoing transportation under a sentence previously passed for another offence.

[4][(2) In any case in which the [2][State Government] is competent under sub-section (1) to appoint places within the [3][State] and to order the removal thereto of persons under sentence of transportation, the [2][State Government] may appoint such places in any other [3][State] by agreement with the [2][State Government] of that [3][State], and may by like agreement give orders or duly authorise some officer to give orders for the removal thereto of such persons.]

PART VIII

DISCHARGE OF PRISONERS

33. Release on recognizance, by order of High Court, of prisoner recommended for pardon.—[5][Any [6]* * *High Court] may in any case in which it has recommended to [7][Government] the granting of a free pardon to any prisoner, permit him to be at liberty on his own recognizance.

[1]Section 32 was re-numbered 32 (1) by s. 2 and Sch. I of the Devolution Act, 1920 (38 of 1920).

[2]Subs. by the A.O. 1950 for "Provincial Government".

[3]Subs. by the A.O. 1950 for "Province".

[4]Sub-section (2) was added, by s. 2 and Sch. I of the Devoulation Act, 1920 (31 of 1920).

[5]Subs. by the A. O. 1937 for "Any Court established under the Indian High Court Act, 1861".

[6]Subs. by A. O. (2) 1956.

[7]Subs. by the A. O. 1950 for "Her Majesty".

Part IX.

Part IX of the Prisoners Act, 1900 and the First and Second Schedules to the said Act have been repealed by Act No. 32 of 1955.

APPENDIX No. 3A.

Transfer of Prisoners Act, 1950 (Act XXIX of 1950) reproduced below :—

An Act to provide for the removal from one State to another of persons confined in a prison.

BE it enacted by Parliament as follows :—

1. Short title and extent.—(1) This Act may be called the Transfer of Prisoners Act, 1950.

(2) It extends to the whole of India except the State of Jammu and Kashmir.

2. Definitions.—In this Act—

(a) "Court" includes any officer lawfully exercising civil, criminal or revenue jurisdiction;

(b) "Government" or "State Government" in relation to a union territory, means the administrator thereof.

(c) "Prison" includes any place which has been declared by a State Government, by general or special order, to be a Subsidiary Jail.

3. Removal of prisoners from one State to another.—(1) Where any person is confined in a prison in a State,—

(a) under sentence of death; or

(b) under, or in lieu of, a senetnce of imprisonment or transportation; or

(c) in default of payment of a fine; or

(d) in default of giving security for keeping the peace or for maintaining good behaviour;

the Government of that State may, with the consent of the Government of any other State, by order, provide for the removal of the prisoner from that prison to any prison in the other State.

(2) The Officer-in-charge of the prison to which any person is removed under sub-section (1) shall receive and detain him, so far as may be, according to the exigency of any writ, warrant or order of the Court by which such person has been committed, or until such person is discharged or removed in due course of law.

4. [Repealed by Act No. 36 of 1957.]

APPENDIX No. 3B.

West Bengal Prisoners (Temporary Release) Rules, 1956.

[Published in the "Calcutta Gazette, Extraordinary", dated the 4th August, 1956, Part I, pp. 1923-1929.]

Notification No. 2138H.J.—4th August 1956.—In exercise of the powers conferred by sub-section (1) of section 31A of the Prisoners Act, 1900 (III of 1900), the Governor is pleased to empower the Inspector-General of Prisons, West Bengal, to exercise the powers to release prisoners temporarily under that section.

No. 2139H.J.—4th August 1956.—In exercise of the powers conferred by section 31C of the Prisoners Act, 1900 (III of 1900), the Governor is pleased to make the following rules, namely:—

1. *Definitions.*—(1) These rules may be called the West Bengal Prisoners (Temporary Release) Rules, 1956.

(2) They shall come into force at once.

(3) In these rules—

(a) "Inspector-General" means the Inspector-General of Prisons, West Bengal.

(b) "Superintendent" means the Superintendent of the jail in which the prisoner, whose release under these rules is under consideration, is confined.

(c) "The Act" means the Prisoners Act, 1900 (III of 1900), as in force in West Bengal.

2. *Application for temporary release.*—An application from a prisoner for temporary release under section 31A of the Act shall be made in the prescribed Form I (Appendix I) in duplicate by the prisoner and submitted to the Superintendent.

3. *Scrutiny of application for temporary release.*—The Superintendent shall personally examine the records of the prisoner making the application for temporary release and satisfy himself that the prisoner is eligible for temporary release under sub-sections (1) and (2) of section 31A of the Act. He shall also satisfy himself that the conduct of the prisoner has been good. If so satisfied, he shall furnish a certificate to that effect under clause (c) of sub-section (2) of section 31A of the Act.

4. *Presumption of good conduct.*—A prisoner who has become entitled to full ordinary remission under the rules for the time being in force made under the Prisons Act, 1894 (IX of 1894), for the twelve months previous to the date of the application for temporary release, shall be deemed to have been of good conduct in prison for the purpose of clause (c) of sub-section (2) of section 31A of the Act.

5. *Reference to the District Magistrate or the Commissioner of Police.*—If the examination of the records of the prisoner shows that he is eligible for temporary release, the Superintendent shall record the fact and forward the prisoner's petition with his remarks, if any, to the District Magistrate of the district in which the prisoner was convicted. If the prisoner was convicted by a Court in Calcutta, the Superintendent shall send the application to the Commissioner of Police, Calcutta. The District Magistrate shall consult the Superintendent of Police and, if he considers necessary, the District Magistrate of the district where the prisoner ordinarily resided before conviction or wants to reside during the period of temporary release, if granted. The District Magistrate, or the Commissioner of Police, Calcutta, as the case may be, shall then forward the petition with his report to the Inspector-General under intimation to the Superintendent stating whether the prisoner can be granted temporary release without detriment to public interest and adding his grounds in support. If he recommends temporary release of the prisoner he may suggest at the same time special restrictions on his movements, if deemed necessary. He shall also indicate the amount and number of sureties for the bond which the prisoner must execute in the prescribed Form II (Appendix II) before he is released. He shall also indicate the number of days that will be required for the journeys by the shortest practicable route to and from the place at which the prisoner proposes to reside during his temporary release or if the prisoner proposes to visit more than one place, the farthest place from the jail which the prisoner proposes to visit.

6. *Final order by the Inspector-General.*—If, on receipt of the report of the District Magistrate or the Commissioner of Police, Calcutta, as the case may be, the Inspector-General considers that the temporary release of the prisoner is undesirable in the public interest, he shall intimate his decision to the Superintendent who shall inform the prisoner that his application has been rejected. If on the other hand, the Inspector-General considers that the application can be allowed without detriment to public interest, he shall issue an order of temporary release of the prisoner in the prescribed Form III (Appendix III). While ordering temporary release the Inspector-General may impose such conditions, as he may consider necessary, including the condition that the prisoner shall, during the period of his temporary release, be under the supervision of a Probation Officer. He shall send the order to the Superintendent with copies to the District Magistrates and the Superintendents of Police of the districts wherein the places to be visited by the prisoner are located, as also of the district in which the prisoner was convicted. A copy of the same order shall also be sent to the Commissioner of Police, Calcutta if the prisoner was convicted by a Court in Calcutta or proposes to reside there during his temporary release.

Notification No. 1524 H. J. dated 26 5 58.

7. *Date of release.*—On receipt of the order of temporary release, the Superintendent shall fix in consultation with the prisoner, the date of his temporary release which shall ordi-

narily be not later than ten days from the date of receipt of the order. In the case of a female prisoner, the date of her temporary release shall be so fixed as to allow time for her transfer to the jail nearest to the place where she intends to reside during her temporary release and from which she is to be released. If a prisoner in respect of whom a temporary release order has been issued is ill, the Superintendent may postpone the date of his temporary release for such time as the Medical Officer of the jail considers to be necessary for the prisoner's recovery from illness.

8. *Cancellation of the order of temporary release.*—If the prisoner commits a jail offence other than that punished by a formal warning between the date of application for release and the date fixed for his temporary release under rule 7, the Superintendent shall report the fact to the Inspector-General who may thereupon cancel the order for temporary release. On such cancellation further requests from the prisoner for temporary release shall not be entertained during a period of six months from the date of commission of the offence.

9. *Intimation of release to the District Magistrate or the Commissioner of Police.*—When a prisoner is released temporarily, the Superintendent shall report to the Inspector-General, the Superintendent of Police and the District Magistrate concerned or the Commissioner of Police, as the case may be, the date of the prisoner's leaving the jail and the due date of his return to jail.

Notification No. 1524 H. J. dated 26 5 58.

10. *Release Certificate.*—At the time the prisoner leaves the jail, he shall be furnished by the Superintendent with a temporary release certificate in the prescribed Form IV (Appendix IV), which shall be returned by the prisoner on his return to jail. A duplicate copy of the said certificate shall be kept in the jail records.

11. *Travelling and subsistence allowance during journey.*—When a prisoner is released temporarily under section 31A of the Act, he shall not be paid any diet money for the period of his temporary release. If such a prisoner has not got sufficient private cash or wages earned to his credit to pay for the journeys from and to the jail, he shall be supplied with—

(1) a free pass of the lowest class to and from the railway or steamer station nearest to the place of his residence on the credit note system,

(2) boat hire or bus hire or boat and bus hire, as the case may be, from and to the jail if the journey or part of the journey has to be performed by boat or bus or by boat and bus.

(3) subsistence allowance for the journey from the jail to the residence of such prisoner at the rate of twelve annas for every fifteen miles or part thereof to be travelled by road, for which no conveyance hire is paid, and

(4) subsistence allowance at the same rate in respect of every day's or part of day's journey by rail, steamer, boat or bus.

The subsistence allowance mentioned in clauses (3) and (4) above shall not be payable where the prisoner's home is situated within five miles of the jail or where the prisoner has private cash or wages amounting to more than three rupees to his credit.

12. *Loan of jail articles.*—A prisoner, who has no private clothing and bedding and is unable to purchase them, shall be supplied on loan with a blanket and unmarked prison clothing. These articles shall be entered in his Temporary Release Certificate (Form IV) and shall be brought back by the prisoner on his return to jail.

13. *Condition of release to be explained to the prisoner.*—Before the prisoner leaves the jail, the conditions of his release shall be explained to him in the presence of the Superintendent. He shall be informed at the same time of the date on which he has to return to jail, that if he fails to do so, he can be arrested without a warrant by any Police Officer and that besides being committed to jail to undergo the unexpired period of his sentence (the period of temproary release not being counted towards the total period of his sentence) he shall be punishable as if he had committed a prison offence under the Prisons Act, 1894 (IX of 1894).

14. *Report to local police.*—An order for temporary release under the Act shall specify the place or places which the prisoner shall be allowed to visit or where he may reside during the period of temporary release. The prisoner shall not be at liberty to visit other places. On arrival at the place where he intends to reside, the prisoner shall within twenty-four hours inform the Officer-in-charge of the local police-station of the fact of his arrival. He shall similarly notify his departure.

15. *Procedure when prisoner does not return.*—A prisoner, who does not return to the jail before the evening lock-up of the date fixed for his return, shall be deemed to have escaped. Intimation of such escape with a descriptive roll of the prisoner, his usual address and the addresses of the places which he intended to visit during his temporary release and such other available information as will facilitate his capture, shall be given by the Superintendent immediately to the District Magistrates concerned or the Commissioner of Police, Calcutta, as the case may be, with a copy thereof to the Inspector-General.

16. If the prisoner returns to the jail of his own accord after the date fixed for his return, he shall be admitted to the jail and the prisoner's return and the reasons for the delay shall be reported immediately to the authorities to whom his

escape was notified and to the Inspector-General who will give such directions, as he considers necessary, as to how the prisoner shall be dealt with.

17. *Release of female prisoners.*—When it is intended to release a female prisoner temporarily, she shall, in the first instance, be transferred to the jail which is nearest to the place where she intends to reside during her temporary release. She shall be released from the jail where she is so transferred and she shall return to that jail. The Superintendent of the jail from which she is transferred, shall forthwith intimate to her home address or to such relative or friend as she may nominate, the date of her release and the jail from which she is to be released. In the event of no relative appearing to receive her, and if she be under 25 years of age or likely to be led astray, she should be sent to her home in charge of the female warder, if there is one attached to the jail, or of a respectable woman entrusted to escort her. The female escort shall be paid travelling allowance as for journeys on tour if she is a Government servant and if not a Government servant, she shall be entitled to actual expenses for the journeys from and to the jail. If this escort is not considered necessary the prisoner shall be given free pass, conveyance hire and subsistence allowance as prescribed in Rule 11.

FORM I

Appendix I to the West Bengal Prisoners (Temporary Release) Rules, 1956 (vide Rule 2).

APPLICATION FOR TEMPORARY RELEASE

A To—The Superintendent Jail.

I (name) Prisoner No.

, beg to apply for temporary release for days under the Prisoners (West Bengal Amendment) Act, 1955.

2. During the period of temporary release, if granted, I propose to reside at—

Village/Town , P.O. , P.S. , district

, and to visit the following places:—

(1).....

(2).....

3. The following persons may stand sureties for me:—

(1) Name..... Occupation.....

Address—Village/Town P.O.

P.S. district

(2).....

Dated.....

Signature/Left thumb impression.

B Superintendent's remarks.

C Report of the District Magistrate/Commissioner of Police, Calcutta.

FORM II

Appendix II to the West Bengal Prisoners (Temporary Release) Rules, 1956 (vide Rule 5).

BOND FOR GOOD BEHAVIOUR

Whereas I, (name)
Prisoner No. undergoing sentence of
imprisonment in the Jail,
have applied for temporary release under the Prisoners (West Bengal Amendment) Act, 1955, and have been called upon to enter into a bond to be of good behaviour to Government and to all the citizens of India, now I hereby bind myself to be of good behaviour to Government and to all the citizens of India during the period of temporary release, if granted to me and during the period covered by my journey from and to the jail and to observe the conditions of such release; and in case of my making default therein, I bind myself to forfeit to the Government the sum of Rupees

Dated this day of 19 .

Signature/Left thumb impression.

Executed before me.

.....
Superintendent of Jail.

(*Where a bond with surety or sureties is to be executed, add*)—

I/We do declare myself/ourselves surety/sureties for the abovenamed that he will be of good behaviour to Government and to all the citizens of India during the said periods and observe the conditions of his release; and in case of his making default therein, I/We bind myself/ourselves to forfeit to Government the sum of Rupees

Dated this day of 19 .

Signature/Left thumb impression.

Executed before me.

.....
Superintendent Jail.

FORM III

Appendix III to the West Bengal Prisoners (Temporary Release) Rules, 1956 (vide Rule 6).

ORDER OF TEMPORARY RELEASE

To—The Superintendent

Jail.

Whereas , Prisoner No. , undergoing sentence of imprisonment in the Jail, has applied for his/her temporary release;

And whereas I, , being the releasing authority empowered under sub-section (1) of section 31A of the Prisoners Act, 1900, am satisfied that the application can be granted without detriment to public interest;

Now, therefore, I, , hereby authorise and require you to release temporarily the said prisoner from custody for a period of days exclusive of the time required for the journey from and to the jail, subject to the conditions specified below:—

(1) The prisoner shall be of good behaviour to Government and the citizens of India;

(2) The prisoner shall, during the period of his/her temporary release, reside at , P.S. , district . He/She may also during the said period visit (specify the places, if any, the prisoner is allowed to visit), and shall not visit any other place during the said period;

(3) On arrival at the place where the prisoner intends to reside, he shall within twenty-four hours inform the Officer-in-charge of the local police-station of the fact of his arrival. He shall similarly notify his departure;

(4) The prisoner shall, on expiry of the said period, surrender himself to the Superintendent of the Jail;

(5) The prisoner shall furnish security as described below before his/her release. (Specify the amount and number of sureties.)

2. Number of days required for the journeys by the shortest route to and from the place at which the prisoner proposes to reside or which he/she proposes to visit during his/her temporary release. (Insert the period.)

Dated, Calcutta the

.....

(Signature).

Inspector-General of Prisons, West Bengal.

FORM IV

Appendix IV to the West Bengal Prisoners (Temporary Release) Rules, 1956 (vide Rule 10)

TEMPORARY RELEASE CERTIFICATE

1. Name of prisoner Jail. No.
2. Father's name
3. Home address
4. Prominent marks of indentification
5. Left thumb impression
6. Number and date of the Inspector-General of Prison's order granting temporary release.
7. Date of temporary release
8. Due date of return to jail
9. Description of jail articles given on loan
10. Conditions of release (as in the order of release)—
    (1)
    (2)
    (3)
    (4)
    (5)

Dated the

(Seal of the Jail.)

.....

Superintendent

APPENDIX No. 30

THE PRISONERS (ATTENDANCE IN COURTS) ACT, 1955

No. 32 of 1955.

[20th September, 1955]

An Act to provide for the attendance in Court of persons confined in prisons for obtaining their evidence or for answering a criminal charge.

Be it enacted by Parliament in the Sixth Year of the Republic of India as follows:—

Short title, extent and commencement.

1. (1) This Act may be called the Prisoners (Attendance in Courts) Act, 1955.

(2) It extends to the whole of India except the State of Jammu and Kashmir.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Definitions.

2. In this Act,—

(a) 'confinement in a prison'—references to confinement in a prison, by whatever form of words, include references to confinement or detention in a prison under any law providing for preventive detention,

(b) 'prison' includes—

(i) any place which has been declared by the State Government, by general or special order, to be a subsidiary jail; and

(ii) any reformatory, Borstal institution or other institution of a like nature;

(c) 'State Government', in relation to a Part C State, means the Lieutenant-Governor or, as the case may be, the Chief Commissioner of that State.

Power of courts to require appearance of prisoners to give evidence or answer a charge.

3. (1) Any civil or criminal court may, if it thinks that the evidence of any person confined in any prison is material in any matter pending before it, make an order in the form set forth in the First Schedule, directed to the officer-in-charge of the prison:

Provided that no civil court shall make an order under this sub-section in respect of a person confined in a prison situated outside the State in which the court is held.

(2) Any criminal court may, if a charge of an offence against a person confined in any prison is made or pending before it, make an order in the form set forth in the Second Schedule, directed to the officer in charge of the prison.

(3) No order made under this section by a civil court which is subordinate to a District Judge shall have effect unless it is countersigned by the district judge; and no order made under this section by a criminal court which is inferior to the court of a magistrate of the first class shall have effect unless it is countersigned by the District Magistrate to whom that court is subordinate or within the local limits of whose jurisdiction that court is situate.

(4) For the purposes of sub-section (3), a Court of Small Causes outside a Presidency town or the city of Hyderabad shall be deemed to be subordinate to the District Judge within the local limits of whose jurisdiction such court is situate.

Power of State Government to exempt certain persons from operation of section 3.

4. (1) The State Government may, having regard to the matters specified in sub-section (2), by general or special order, direct that any person or class of persons shall not be removed from the prison in which he or they may be confined, and thereupon so long as any such order remains in force, the provisions of section 3 shall not apply to such person or class of persons.

(2) Before making an order under sub-section (1), the State Government shall have regard to the following matters, namely:—

(a) the nature of the offence for which or the grounds on which the confinement has been ordered in respect of the person or class of persons;

(b) the likelihood of the disturbance of public order if the person or class of persons is allowed to be removed from the prison;

(c) the public interest, generally.

Prisoners to be brought up.

5. Upon delivery of any order made under section 3 to the officer in charge of the prison in which the person named therein is confined, that officer shall cause him to be taken to the court in which his attendance is required, so as to be present in the court at the time in such order mentioned, and shall cause him to be detained in custody in or near the court until he has been examined or until the judge or presiding officer of the court authorises him to be taken back to the prison in which he was confined.

Officer in charge of prison when to abstain from carrying out order.

6. Where the person in respect of whom an order is made under section 3—

(a) is, in accordance with the rules made in this behalf, declared to be unfit to be removed from the prison where he is confined by reason of sickness or other infirmity; or

(b) is under committal for trial; or

(c) is under remand pending trial or pending a preliminary investigation; or

*Under sub-section (1) of section 4 the State Government has issued Notification No. 346-H.J. dated 7-2-57 directing that a prisoner under sentence of death shall not be removed from the prison in which he may be confined.

(d) is in custody for a period which would expire before the expiration of the time required for removing him under this Act and for taking him back to the prison in which he is confined;

the officer in charge of the prison shall abstain from carrying out the order and shall send to the court from which the order had been issued a statement of reasons for so abstaining:

Provided that such officer as aforesaid shall not so abstain where—

(i) the order has been made by a criminal court; and

(ii) the person named in the order is confined under committal for trial or under remand pending trial or pending a preliminary investigation and is not declared in accordance with the rules made in this behalf to be unfit to be removed from the prison where he is confined by reason of sickness or other infirmity; and

(iii) the place, where the evidence of the person named in the order is required, is not more than five miles distant from the prison in which he is confined.

Commissions for examination of prisoners.

7. In any of the following cases, that is to say,—

(a) where it appears to any civil court that the evidence of a person confined in a prison is material in any matter pending before it and that the attendance of such person in court cannot be secured by reason of the provisions of section 6 or of an order under section 4 or of the District Judge declining under sub-section (3) of section 3 to countersign an order for removal; or

(b) where it appears to any civil court as aforesaid that the evidence of a person confined in a prison which is situated outside the State in which, or is more than fifty miles distant from the place at which, such court is held is material in any such matter;

the court may, if it thinks fit, issue a commission under the provisions of the Code of Civil Procedure, 1908, for the examination of the person in the prison in which he is confined.

V of 1908

Certain provisions of the Code of Criminal Procedure and the Code of Civil Procedure to apply.

8. Save as otherwise provided in this Act and any rules made thereunder, the provisions of the Code of Civil Procedure, 1908, and the Code of Criminal Procedure, 1898, as the case may be, shall, so far as may be, apply in relation to the examination on commission or otherwise of any person confined in a prison as they apply in relation to the examination on commission of any other person.

V of 1908
V of 1898

9. (1) The State Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act. **Power to make rules.**

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for—

(a) the procedure for obtaining the countersignature of an order made under section 3;

(b) the authority by whom and the manner in which a declaration that a person confined in prison is unfit to be removed therefrom, may be made;

(c) the conditions, including payment of costs and charges, subject to which an order made under section 3 by a civil court may be executed;

(d) the manner in which a process directed against any person confined in a prison issued from any court may be served upon him;

(e) the escort of persons confined in a prison to and from courts in which their attendance is required and for their custody during the period of such attendance;

(f) the amount to be allowed for the costs and charges of such escort; and

(g) the guidance of officers in all other matters connected with the enforcement of this Act.

10. (1) Part IX of the Prisoners Act, 1900 and the First and Second Schedules to the said Act are hereby repealed. **Repeal. III of 1900**

(2) If immediately before the commencement of this Act, there is in force in any Part B State to which this Act extends any law corresponding to the provisions of this Act, that law shall, in so far as it relates to matters dealt with in this Act, stand repealed on such commencement:

Provided that anything done or any action taken under any such law shall be deemed to have been done or taken under the corresponding provisions of this Act and shall continue to have effect accordingly, unless and until superseded by anything done or any action taken under this Act.

THE FIRST SCHEDULE

[See sub-section (1) of section 3]

Court of

To the officer in charge of the.....(*State name of prison*).

You are hereby required to produce , now confined in , under safe and sure conduct before the Court of at on the day of next by of the clock in the forenoon of the same day, there to give evidence in a matter now pending before the said Court, and after the said has then and there given his evidence before the said Court or the said Court has dispensed with his further attendance, cause him to be conveyed under safe and sure conduct back to the prison.

The day of

A.B.

(Countersigned) C.D.

THE SECOND SCHEDULE

[See sub-section (2) of section 3]

Court of

To the officer in charge of .....(*State name of prison*).

You are hereby required to produce , now confined in , under safe and sure conduct before the Court of at on the day of next by of the clock in the forenoon of the same day, there to answer a charge now pending before the said Court, and after such charge has been disposed of or the said Court has dispensed with his further attendance, cause him to be conveyed under safe and sure conduct back to the said prison.

The day of

A.B.

(Countersigned) C.D.

APPENDIX No. 4

West Bengal Prisoners (Attendance in Courts) Rules, 1956

Notification No. 2740HJ/1A-8/55.—4th October 1956.—In exercise of the power conferred by section 9 of the Prisoners (Attendance in Courts) Act, 1955 (32 of 1955), the Governor is pleased to make the following rules namely:—

Rules.

1. (1) These rules may be called the West Bengal Prisoners (Attendance in Courts) Rules, 1956.

(2) These rules shall come into force with effect from the 4th October 1956.

2. In these rules, unless the context otherwise requires,

(a) "The Act" means the Prisoners (Attendance in Courts) Act, 1955 (32 of 1955).

(b) "Section" means a section of the Act.

3. Every order which is required to be countersigned under sub-section (3) of section 3 shall be submitted to the District Judge or the District Magistrate, as the case may be, together with a statement under the hand of the Officer presiding over the court making the order of the facts which, in his opinion, render the order necessary.

4. The execution of an order made under section 3 by a civil court in respect of any prisoner shall be subject to the following conditions, namely:—

(a) the party at whose instance the order is made shall deposit in court the charges for diet money and the costs of travelling of the prisoner as well as the escort as estimated by the court, and

(b) intimation from the court of the deposit of such charges and costs shall be received by the officer in charge of the prison in which the prisoner is confined.

5. The Medical Officer of the prison may declare a prisoner unfit for reasons of sickness or other infirmity to be removed from the prison where the prisoner is confined. For this purpose, the Medical Officer shall furnish a declaration as nearly as possible in the form set out in Schedule "A" to these rules and such declaration shall be countersigned by the Superintendent of the Prison and the District or the Subdivisional Magistrate within the local limits of whose jurisdiction the prison is situated.

6. (1) Where any order for the production of any person confined in any prison is made by any court under section 3, it may be delivered by exhibiting to the officer in charge of the prison concerned the original order and by depositing with him a copy thereof.

(2) The officer in charge of a prison to whom an order is delivered under sub-rule (1) shall, as soon as may be, cause the copy of the order deposited with him to be shown and explained to the prisoner to be produced before the Court and shall thereupon endorse upon the original order a certificate to the effect that such prisoner as aforesaid is confined in the prison under his charge and has been shown a copy of the order which has been explained to him.

7. (1) On receipt of an order issued under section 3 the officer in charge of the prison shall make a requisition on the District Superintendent of Police in case of districts and on the Commissioner of Police in case of Calcutta for escort and the District Superintendent of Police or the Commissioner of Police, as the case may be, shall supply the escort in conformity with the rules of his department.

(2) The officer in charge of the escort shall, in like manner, be guided by the rules of the Police Department in the performance of his duty and in the treatment of the prisoners in his charge.

(3) Before any prisoner is made over to the officer in charge of the escort, the officer in charge of the prison shall satisfy himself that the fetters of the prisoner are in order, and that the prisoner is supplied with suitable clothing. He shall further make over to the officer in charge of the escort copies of the orders of the court under which the prisoner is to be removed, together with a sum of money as advance for charges for diet money and costs of travelling of the prisoner. If the journey is to be performed by rail or steamer, the credit note system shall be adopted in accordance with the rules laid down in the Jail Code. Diet money shall be calculated at rates in accordance with Schedule "B" to these rules for the number of days which the escort will take in going to and returning from the court where the prisoner's attendance has been ordered.

8. The officer in charge of the escort shall give the officer in charge of the prison a receipt for such prisoners as he may receive, with a statement of the clothing, etc., in each prisoner's possession and a receipt for the amount of charges for diet money and/or costs of travelling which has been advanced on their account. Advances required on account of the escort shall, if necessary, be made by the District Superintendent of Police or the Commissioner of Police supplying it. On completion of duty, the officer in charge of the escort shall submit to the officer in charge of the prison a statement of account of the money taken as advance for charges for diet money and costs of travelling of the prisoners.

9. All prisoners shall be taken to the court before which their appearance is required, by the most expeditious route. Prisoners under sentence for criminal offences shall ordinarily travel on foot; but civil prisoners who are desirous of obtaining, and are willing to pay for the indulgence, may be provided with suitable means of conveyance. Where a railway, or any other public conveyance is available, all prisoners

shall be conveyed by rail or such other public conveyance, under charge of the officer in charge of the escort.

10. Should the court before which the prisoner has to appear be away from and not in the same station as the prison where he is confined and there be a prison or lock-up at the place where the court is held, the officer in charge of the escort shall deliver the prisoner to the officer in charge of such prison or lock-up and shall not be responsible for the custody of the prisoner while he is in such prison or lock-up, but shall only be responsible for his custody while escorting him thereto, and from such prison or lock-up to the court and back or to the prison from where he is transferred. The officer in charge of the prison to which the prisoner may be delivered for safe keeping shall comply with the rules of the Jail Code relating to the receipt of prisoners by transfer.

11. On the completion of the duty for which the escort was detailed, the District Superintendent of Police or the Commissioner of Police supplying it shall, if the presence of the prisoners was required in any civil matter, submit a bill to the court under whose order the prisoners were produced, for the cost of the escort in accordance with the scale in Schedule "C" to these rules, and for the actual expenditure incurred by them on account of carriage by land or water if the journey is not performed entirely on foot, plus 10 per cent. for contingencies. A separate bill shall also be forwarded by the District Superintendent of Police or the Commissioner of Police, as the case may be, for charges for diet money and costs of travelling of the prisoners. To enable him to do so, the officer in charge of the prison from which the prisoners were transferred, shall furnish him with an account of the expenses incurred.

12. All sums received in payment of these bills shall be at once paid into the treasury of the district from which the escort started, for credit to the State Government as a receipt either of the Police or the Jail Department, according as the amount is paid on account of the escort or of the prisoners.

13. The courts shall estimate beforehand the amount to be deposited by any party requiring the testimony of a prisoner in any civil matter in accordance with the charges for escort as shown in Schedule "C" to these rules, the average distance when travelled on foot by the escort being ten to fifteen miles per diem. The court shall estimate for the whole time required in going, waiting and returning. Where the journey is performed by rail, or any other public conveyance, the cost of fare of the lowest class bothways for the escort and the prisoners shall be added. If the aggregate number of prisoners and guards travelling by train exceeds eight the cost of the smallest reserved third class compartment shall be recovered. The fares by both bus or steamer shall be estimated on such information as the court may itself possess. Diet money shall be charged at the rates shown in Schedule "B" to these rules. Ten per cent. on the cost of the escort for contingencies shall also be added. Any deficit balance

deficient between the amount estimated by the court and the charge entered in the bill of the District Superintendent of Police or the Commissioner of Police, as the case may be, shall be recovered by the court as if it were costs in a suit recoverable under the Code of Civil Procedure, 1908 (Act V of 1908).

14. When a civil court issues a commission under section 7 for the examination of any prisoner confined in any prison, the officer in charge of such prison shall, on receipt of an order from the court or the commissioner, provide all necessary facilities to the commissioner for the due performance of his duties. The officer-in-charge of the prison shall also look after the security and safety of the commissioner, lawyers and parties to the suit while inside the prison.

Schedule "A"

(*Vide* rule 5.)

I, ...hereby declare that I have carefully examined the prisoner No..... (name)..... . . . .now confined in the .... Jail/Sub-jail and I certify that he is suffering from..... .....and I consider him to be unfit for removal from the..... Jail/Sub-jail by reason of the sickness or other infirmity noted above.

The prisoner is expected to be fit for removal by..... .... (date).

Dated

Medical Officer,
Jail/Sub-jail.

Countersigned.

Superintendent/District Magistrate, Subdivisional Magistrate.

....Jail/Sub-jail.

Schedule "B"

[*Vide* rule 7(3)].

	Rate of diet money per head per day.
	Rs. P.
Division I convict	1·87
Division II convict	1·50
Division III convict	0·75
Division I undertrial	1·12
Division II undertrial	0·75

Schedule "C"

(*Vide* rule 11)

No. of prisoners	No. of Head Constables and Constables employed		Cost of guard per diem.*
	Head Constables.	Constables.	
			Rs. P.
1 to 3 ..	....	2	7·87
4 to 6	1	2	12·62
7 to 12 ..	1	4	20·50
13 to 18 ..	1	6	28·37
19 to 24 ..	1	8	36·25

and so on in proportion.

Note.—A female prisoner escorted singly shall be accompanied also by a female warder if available, otherwise by a suitable female attendant engaged for the purpose. The cost on account of a female warder shall be recoverable at the same rate as for a constable and in the case in which a female attendant is engaged, the actual cost shall be recovered. (G. O. No. 44HJ, dated 4th January 1957).

*G. O. No. 9108HJ., dated 16th December 1959.

APPENDIX No. 5

Rules relating to musketry practice.

G. O. No. 4087-RJ., dated 25-3-1927.

1. Before being put through a course of musketry, every head warder and warder shall be fully instructed in rifle and firing exercises aiming drill and the difference between a full sight and a fine sight.

2. The musketry practice shall be conducted in each jail in the month of January every year. All head warders and warders shall attend the course of musketry practice at the Police Butt. One officer of the executive staff (Jailor or Deputy Jailor) shall supervise it.

W. B. F. No. 5149.

3. A register of target practice should be kept in the prescribed form (specimen enclosed). The Officer supervising the practice shall note the scores in the register and sign it.

4. The Superintendent of jail should attend the practice as often during the course as possible, and the Jailor or Deputy Jailor on all occasions.

W. B. F. No. 5149.

5. In the second week of February each year a return in the prescribed form should be submitted by the Superintendent of the jail to the Inspector-General of Prisons showing the number and name of Head Warders and warders who have gone through target practice for the year, together with the result of the practice.

6. For individual firing the target should be 1.83 metres high and .61 meter wide, be made of wood and should be divided into three equal parts, in the centre one of which there should be a black bull's eye, circular in shape and .20 metre in diameter, as shown below:—

$$1{\cdot}83 \text{ metres} \begin{cases} \cdot 61 \text{ metre} \times \cdot 61 \text{ metre outer} \\ \text{Centre } \cdot 61 \text{ metre} \times \cdot 61 \text{ metre} \\ \cdot 61 \text{ metre} \times \cdot 61 \text{ metre outer} \end{cases} \quad \ldots\ldots \text{Bull's eye.}$$

$$\cdot 61 \text{ metre}$$

7. The course of the practice should be arranged as follows:

(a) 10 rounds at 45.72 metres standing and kneeling.

(b) 10 rounds at 68.58 metres standing and kneeling.

(c) 10 rounds at 91 metres standing and kneeling.

8. The hits on the target should be valued at—

For each bull's eye—4 points.

For each inner or centre—3 points.

For each outer—2 points.

A ricochet should be recorded by an "R" and a miss by an "O". The hits, etc., should be indicated by flags thus—

Outer—White.

Centre—Dark blue.

Bull's eye—Red.

Ricochet—Yellow.

9. A note showing date of practice and total points obtained shall be entered on a page in the service book of the officer concerned.

10. (a) The prizes to be given annually in each jail shall be limited to the number shown in the schedule annexed.

(b) Money prizes shall be awarded according to the percentage of possible obtained. The best shot in the State shall receive an award of Rs. 20 and a badge of two crossed rifles to be worn for a year.

(c) Two or more money prizes shall not be awarded to the same individuals, e.g., the best shot in the State cannot also take the first prize of the jail as well.

(d) No prize shall be given for any score below 66 per cent. of the possible.

(e) The fact that a man has won a prize shall be noted in his service book.

(f) The ties will be decided by—

1st—Fewest misses.

2nd—Fewest outers.

3rd—Fewest centres.

4th—Value of each shot in inverse order.

(g) The award of prizes should have previous sanction of the Inspector-General of Prisons.

SCHEDULE OF PRIZES FOR MUSKETRY IN WEST BENGAL JAILS

(Vide Rule 10(b) of Appendix No. 5 of the West Bengal Jail Code, Volume II.)

	Name of Jails.	Prize of Rs. 10 each.	Prize of Rs. 4 each.	Prize of Rs. 2 each.	Total
1.	Presidency	1	1	2	4
2.	Alipore Central ..	1	1	2	4
3.	Dum Dum Central ..	1	1	2	4
4.	Midnapore Central ..	1	1	1	3
5.	Berhampore Central ..	1	1	1	3
6.	Howrah . ..	.		1	1
7.	Hooghly ..	..	1	1	2
8.	Burdwan	..	1	1	2
9.	Krishnagar ..	..	1	1	2
10.	Suri . ..	..	1	1	2
11.	Darjeeling . .	..	..	2	2
12.	Jalpaiguri	..	..	2	2
13.	Cooch Behar ..	..	1	1	2
14.	Purulia	..	..	2	2
	Total ..	5	10	20	35
15.	State prize for best shot Rs. 20.	..	..	.	1
					36

Rs. 50 + 40 + 40 + 20 = 150.

G. O. No. 2369-HJ/2A-4/58, dated 14-8-1958.

Register/Return showing the result of target practice held in the jail at during the year 19

Serial No.	Circle No. and name of the Head Warder or warder.		Rank and pay.	45·72 metres.										Total
	Circle No.	Name.		1	2	3	4	5	6	7	8	9	10	
a														

68.58 metres.										Total	91 metres										Total	Grand Total	Initial of officer supervising the practice.	Remarks.
1	2	3	4	5	6	7	8	9	10		1	2	3	4	5	6	7	8	9	10				
a																								

Dated *Jail* *Jailor* *Superintendent.*

The 19 .

APPENDIX No. 6.

Deleted.

APPENDIX No. 7.

Deleted.

APPENDIX No. 8.

Deleted.

APPENDIX No. 9.

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APPENDIX No. 10.

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APPENDIX No. 11.

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APPENDIX No. 12

West Bengal Act XXX of 1959

THE WEST BENGAL CHILDREN ACT, 1959

[*Passed by the West Bengal Legislature.*]

[Assent of the President was first published in the *Calcutta Gazette, Extraordinary*, of the 3rd January, 1961.]

An Act to consolidate and amend the law relating to the custody, protection, treatment and rehabilitation of juvenile delinquents and of other children in need of care and protection, the trial of juvenile delinquents and certain other matters.

[3rd January, 1961.]

WHEREAS it is expedient to consolidate and amend the law relating to the custody, protection, treatment and rehabilitation of juvenile delinquents and of other children in need of care and protection, the trial of juvenile delinquents and certain other matters specified herein, including the education of such juvenile delinquents and other children;

It is hereby enacted in the Tenth Year of the Republic of India, by the Legislature of West Bengal, as follows:—

CHAPTER I.

Preliminary.

Short title, extent and commencement.

1. (*1*) This Act may be called the West Bengal Children Act, 1959.

(*2*) It extends to the whole of West Bengal.

(*3*) This section shall come into force at once. The remaining provisions of this Act shall come into force in such area or areas and on such date or dates as the State Government may, by notification in the *Official Gazette*, appoint, and different dates may be appointed for different provisions of this Act or for different areas.

Definitions.

2. In this Act, unless there is anything repugnant in the subject or context—

(*a*) "adult" means a person who is not less than eighteen years of age;

(*b*) "borstal school" means a borstal school established or certified by the State Government under section 7, intended for the reception of juvenile delinquents of and above the age of fourteen years;

(*c*) "certified school" means a reformatory, industrial or borstal school, certified under section 7;

(*d*) "child" means a person who has not attained the age of eighteen years;

(*e*) "guardian" in relation to a child includes a person who, in the opinion of the Court having cognizance of any proceeding in relation to the child has for the time being the actual charge of, or control over, that child;

(*f*) "industrial school" means an industrial school established or certified by the State Government under section 7, intended for the reception of children of and above the age of fourteen years, who are not juvenile delinquents;

(*g*) "juvenile court" means a court established under section 4;

(*h*) "juvenile delinquent" means a child who has been found to have committed an offence;

(*i*) "neglected child" means a child who—

(*i*) is found in any street or place of public resort begging or receiving alms; or

(*ii*) has no home or settled place of abode or is found wandering without any ostensible means of subsistence, or is found destitute, whether he is an orphan or not; or

(*iii*) has a parent or guardian who is unfit to exercise or does not exercise proper care and control over the child or forces, persuades, encourages or abets the child to lead an immoral or depraved life; or

(*iv*) lives in a brothel or with a prostitute or frequents a place used for the purpose of prostitution, or is found to associate with any prostitute or any other person who leads an immoral, drunken, depraved or criminal life;

(*j*) "prescribed" means prescribed by rules made by the State Government under this Act;

(*k*) "reception home" means any institution or place established or recognised by the State Government under section 18 for the temporary reception of a child;

(*l*) "reformatory school" means a reformatory school established or certified by the State Government under section 7, intended for the reception of juvenile delinquents or of children other than juvenile delinqeunts, who have not attained the age of fourteen years.

Continuation of proceedings in respect of a child on his attaining eighteen years.

3. Notwithstanding anything to the contrary contained in this Act, if during the course of any proceeding under this Act a child attains the age of eighteen years, the proceeding may be continued and orders may be made under this Act in respect of him as if he was a child.

CHAPTER II.

Courts and certain institutions under this Act.

Juvenile Courts.
Act V of 1898.

4. (*1*) Notwithstanding anything contained in the Code of Criminal Procedure, 1898, the State Government may, by notification in the *Official Gazette*, establish for any area specified in the notification one or more juvenile courts for holding inquiries regarding children in pursuance of this Act.

(*2*) A Magistrate of the first class or a Presidency Magistrate who is considered to be suitable by the State Government shall be appointed by the State Government to preside over a juvenile court.

Jurisdiction.

5. The powers conferred on courts by this Act shall be exercised—

(*a*) in any area for which a juvenile court has been established by such court only,

(*b*) in other area, by—

(*i*) the High Court, or

(*ii*) a Court of Session, or

(*iii*) a Presidency Magistrate, or

(*iv*) a Magistrate of the first class, having jurisdiction to try the case.

Procedure when Magistrate or Court is not empowered to pass order under this Act.

6. When a child is brought before a Magistrate or Court not empowered to pass an order under this Act, such Magistrate or Court shall forward the child to the nearest juvenile court or other Court or Magistrate having jurisdiction.

Establishment and maintenance of schools.

7. (*1*) The State Government may establish and maintain as many reformatory, industrial and borstal schools as it may consider necessary for the reception of juvenile delinquents and of other children, who may be sent there in pursuance of this Act.

(*2*) Where the State Government is of opinion that any reformatory, industrial or borstal school not established under sub-section (*1*) is fit for the reception of juvenile delinquents or of other children dealt with under this Act, the State Government may certify such school to be a reformatory, industrial or borstal school, as the case may be, for the purposes of this Act.

(*3*) Reformatory schools established or certified under sub-section (*1*) or sub-section (*2*) shall be of two different classes, namely:—

(*a*) reformatory schools for the reception of juvenile delinquents, and

(*b*) reformatory schools for the reception of children other than juvenile delinquents.

Management of schools.

8. (*1*) For the control and management of every school established under sub-section (*1*) of section 7, a superintendent and a committee of as many persons including the superintendent as the State Government may fix shall be appointed by the State Government, and the members of such committee shall be deemed to be the managers of the school for the purposes of this Act.

(*2*) The appointment of persons connected with the control and management of any school certified under sub-section (*2*) of section 7 shall be made with the approval of the State Government and the persons whose appointment is so approved shall be deemed to be the managers of the school for the purposes of this Act.

Board of Visitors.

9. (*1*) For every school established or certified under section 7, the State Government shall appoint a Board of Visitors, constituted in such manner and consisting of such number of members as may be prescribed, to visit the school and to record their comments on any matter they may think fit for the consideration of the managers of the school, and for this purpose any member of the Board of Visitors shall have the right to visit the school at any time between the hours of sunrise and sunset.

(*2*) Copies of Comments of the Board of Visitors referred to in sub-section (*1*) shall, as soon as may be after they are recorded, be forwarded by the managers of the school to the State Children's Board referred to in section 10.

State Children's Board.

10. The State Government shall appoint a Board to be called the State Children's Board, West Bengal, constituted in such manner and consisting of such number of members as may be prescribed, to advise the State Government generally in regard to the administration of this Act and more particularly in regard to the control and management

of the schools established or certified under section 7, after considering the comments of the various Boards of Visitors forwarded to it under sub-section (2) of section 9.

Inspection of schools.

11. (1) The State Government may appoint a Chief Inspector of reformatory, industrial and borstal schools and as many Inspectors and Assistant Inspectors as it thinks fit, to assist the Chief Inspector:

Provided that one of such Inspectors and Assistant Inspectors shall be a woman.

(2) Every such school shall be inspected at least once in every three months by the Chief Inspector or by an Inspector or Assistant Inspector:

Provided that when any school is used for the reception of girls only, such inspection shall be conducted either by the Chief Inspector or by an Inspector or Assistant Inspector who is a woman.

Medical Examination of inmates of Schools.

12. Every inmate of a school established or certified under section 7 shall, as soon as may be after admission therein and at such intervals thereafter as may be prescribed and also whenever so required by the managers of the school, be examined by a Medical Officer authorised in this behalf by the State Government, and a report of such medical examination shall forthwith be sent by the Medical Officer to the managers of the school as well as to the Chief Inspector:

Provided that in the case of schools for the reception of girls only such Medical Officer shall, whenever practicable, be a woman.

Power of State Government to withdraw certificate.

13. The State Government, if dissatisfied with the conditions and management of a certified school and after considering any representation which may be submitted by the managers thereof, may by notice served on the managers declare that the certificate is withdrawn with effect from such date as may be specified in the notice and on such notice being served the school shall cease to be a certified school from such date:

Provided that the State Government may, instead of so withdrawing the certificate in respect of any certified school, by order, prohibit the admission of juvenile delinquents or other children to the school for such time as may be specified in the order or until the order is revoked.

Surrender of certificate by managers.

14. The managers of a certified school may, after giving six months' notice in writing to the State Government, through the Chief Inspector, of their intention so to do, surrender the certificate of the school and on such surrender the school shall cease to be a certified school.

Effect of withdrawal or surrender of certificate or of a prohibitory order.

15. No juvenile delinquent or other child shall be received into a certified school after the date of the receipt, by the managers of the school, of a notice of withdrawal of the certificate of the school, or after the date of the issue of a notice of intended surrender of the certificate or after the date of receipt of a prohibitory order under the proviso to section 13, during the period for which such order remains operative

Provided that the obligation of the managers of the school mentioned in section 17, shall, except so far as the State Government may otherwise direct, continue until the withdrawal or surrender of the certificate takes effect.

Disposal of inmates when school ceases to be certified.

16. When a school ceases to be a certified school, the juvenile delinquents or other children detained therein may, by order of the State Government, be discharged unconditionally or on such conditions as the State Government may impose or be transferred to some other reformatory, industrial or borstal school whether located in the State or not in accordance with the provisions of this Act

Obligation of the managers.

17. It shall be the duty of the managers of every reformatory, industrial or borstal school to provide the juvenile delinquents and other children detained therein with accommodation, maintenance and such other facilities as may be prescribed for their education, training and welfare

Reception Homes

18. (*1*) The State Government may establish and maintain as many reception homes as it may consider necessary for the temporary reception of juvenile delinquents and of other children

(*2*) If the State Government is of opinion that any institution or place not established under sub-section (*1*) is fit for the temporary reception of juvenile delinquents or of other children the State Government may by order recognise such institution or place as a reception home for the purposes of this Act and may by like order withdraw such recognition

Disposal of inmates when reception homes cease to be recognised.

19. When a reception home ceases to be a recognised reception home by reason of withdrawal of recognition or otherwise the juvenile delinquents or the other children detained therein may, by order of the State Government be discharged unconditionally or on such conditions as the State Government may impose or be transferred to some other reception home in accordance with the provisions of this Act.

After-care organisations.

20. (*1*) The State Government may in accordance with such rules as may be made in this behalf, establish or recognise after-care organisations for the welfare, training and social and economic rehabilitation of juvenile delinquents and other children discharged from reformatory, industrial or borstal schools.

(Chapter II.—Courts and certain institutions under this Act.—Section 21.—Chapter III.—Juvenile delinquents —Section 22.)

(*2*) The powers and duties of after-care organisations established or recognised under sub-section (*1*) shall be such as may be prescribed.

Probation officers.

21. (*1*) The State Government may appoint as many Probation Officers as it may think fit to visit juvenile delinquents and other children taken charge of—

(*i*) by after-care organisations established or recognised under section 20, or

(*ii*) by parents, guardians or other persons, having been temporarily released from reformatory, industrial or borstal schools on probation on the execution of bonds or otherwise,

and to report to the State Government as to the conduct of such juvenile delinquents and other children and the circumstances in which they live.

(*2*) The Probation Officers appointed under sub-section (*1*) shall have such other powers and duties as may be prescribed.

CHAPTER III.

Juvenile delinquents.

Bail and custody of children pending inquiry.

22. (*1*) When a child is arrested or detained on a charge for any offence, whether bailable or not, or appears or is brought before a Court, such child may be released on bail with or without sureties, but he shall not be so released if there appear reasonable grounds for believing that the release is likely to bring him under the influence of any criminal or expose him to moral danger or defeat the ends of justice.

(*2*) When such a child having been arrested is not released on bail under sub-section (*1*) by the officer-in-charge of the police-station, such officer shall cause him to be kept in a reception home in the prescribed manner, but not in the police-station or jail, until he can be brought before a Court:

Provided that such child shall be produced before the nearest court having jurisdiction within a period of twenty-four hours of such arrest excluding the time necessary for the journey from the place of arrest to the Court.

(*3*) When such child is not released on bail under sub-section (*1*) by the Court, it shall, instead of committing him to prison, order him to be sent to a reception home during the pendency of the inquiry into the charge against him.

Information to and attendance Court of parent guardian.

23. When a child is arrested, the officer-in-charge of the police-station to which he is brought, shall forthwith inform the parent or guardian, if he can be found, of such arrest and shall cause him to be summoned to the Court before which the child will appear:

Provided that nothing in this section shall be deemed to require the attendance of the mother or the female guardian of the child if, according to the local manners and customs, she does not appear in public, but any such person may appear before the Court by a duly authorised pleader or agent.

Sentence that may not be passed against juvenile delinquents.

24. Notwithstanding anything to the contrary contained in any law for the time being in force,—

(*1*) no juvenile delinquent shall be sentenced to death;

(*2*) no juvenile delinquent shall be sentenced to imprisonment or committed to prison in default of payment of fine or in default of furnishing security:

Provided that where the Court is satisfied that the offence committed by the juvenile delinquent is of so serious a nature or that he is so unruly or of so depraved a character that he is not a fit person to be sent to a reformatory or borstal school, the Court may sentence him to imprisonment for a period not exceeding the maximum period of imprisonment to which he could have been sentenced for the offence committed, and the Court shall report the case to the State Government and direct the juvenile delinqent to be detained in such custody as it may think fit; and

(*3*) on receipt of a report from the Court under clause (*2*), the State Government may make such arrangement in respect of such juvenile delinquent as it deems proper and may at any time order him to be released from custody on such conditions, if any, as the State Government may think fit to impose.

Inquiry by Court regarding juvenile delinquents.

25. Where a child having been charged with an offence appears or is produced before a Court, the Court shall hold the inquiry in accordance with the provisions in the Code of Criminal Procedure, 1898, for the trial of a summons case. **Act V of 1898.**

Orders that may be passed regarding juvenile delinquents.

26. (*1*) Where the Court is satisfied on inquiry that a child has committed an offence, then, notwithstanding any provision to the contrary relating to the punishment for such offence contained in any law for the time being in force, the Court may—

(*a*) make an order directing the juvenile delinquent to be sent to a reformatory or borstal school, as the case may be, to be detained there for a period which shall not be less than two or more than five years:

Provided that where a juvenile delinquent attains the age of fourteen years before the expiry of the period of his stay in a reformatory school he shall be transferred to a borstal school to be detained there for the unexpired period:

Provided further that the State Government may, if satisfied on the report of the managers of a school about the need for further detention of a child who has been dealt with as a juvenile delinquent, extend the term of his detention to any period not beyond the age of twenty-one years and may transfer him, if necessary, having regard to his age, from a reformatory to a borstal school; or

(*b*) make an order discharging the juvenile delinquent after due admonition; or

(*c*) direct the juvenile delinquent to be released on probation of good conduct and placed under the care of a parent, guardian or other person considered by the Court to be a fit person on such parent, guardian or other person executing a bond, with or without sureties as the Court may require, for the good behaviour and proper training of the juevenile delinquent for a period not exceeding three years; or

(*d*) order the juvenile delinquent, if he is above the age of fourteen years and is lawfully employed, to pay such fine not exceeding one hundred rupees as the Court may think fit to impose and in default of payment to be detained in a borstal school for such period as the Court may direct; or

(*e*) order the parent or guardian of the juvenile delinquent, if such delinquent be under fourteen years of age, to pay such fine not exceeding one hundred rupees as the Court may think fit to impose, provided that no such order shall be passed unless the Court is satisfied that the parent or guardian has failed to exercise proper control or has neglected the juvenile delinquent and that he has sufficient means to pay the fine imposed.

(*2*) Where the Court makes an order under clause (*c*) of sub-section (*1*), it may further direct that the juvenile delinquent be placed under the supervision of a person to be appointed by the Court with his consent for such period as may be specified in the order:

Provided that if at any time within three years of such order it appears to the Court on receiving information from the person appointed by the Court or otherwise that the juvenile delinquent has not been of good behaviour, it may, after such inquiry as it deems fit, order the juvenile delinquent to be sent to a reformatory or borstal school to be detained there for such period, as the Court may direct.

(*3*) An order under clause (*e*) of sub-section (*1*) may be made against a parent or guardian who, having been required to attend, has failed to do so, but, save as aforesaid, no such order shall be made without giving the parent or guardian an opportunity of being heard.

(*4*) Any order directing that a parent or guardian shall pay a fine under this section may be executed in accordance with the provisions of the Code of Criminal Procedure, 1898. Act V of 1898.

Proceedings under Chapter VIII of Act V of 1898 not to be instituted against child.

27. Notwithstanding anything to the contrary contained in the Code of Criminal Procedure, 1898, no proceeding shall be instituted and no order shall be passed against a child under Chapter VIII of the said Code.

Prohibition of joint trial of child and adult.

28. (*1*) Notwithstanding anything to the contrary contained in section 239 of the Code of Criminal Procedure, 1898, or any other law for the time being in force, no child shall be charged with, or tried for, any offence together with an adult.

(*2*) Where a child and an adult are accused of an offence for which under section 239 of the Code of Criminal Procedure, 1898, or any other law for the time being in force, they would, but for the prohibition contained in sub-section (*1*), be charged and tried together, the Court taking cognizance of the offence shall direct separate trials of the child and the adult.

CHAPTER IV.

Neglected Children

Production of a neglected child before Court.

29. (*1*) Any police officer or other person authorised by the State Government in this behalf may, if there are reasonable grounds to believe that a person is a neglected child, take that child into custody for bringing him before a Court.

(*2*) Every child taken into custody under sub-section (*1*) shall be brought before a Court within a period of twenty-four hours of such taking into custody excluding the time necessary for the journey to the Court from the place where the child has been taken into custody.

Procedure to be followed when neglected child has a parent or guardian.

30. (*1*) If a neglected child has a parent or guardian, the police officer or a person authorised under sub-section (*1*) of section 29 may, instead of taking the child into custody under that sub-section, make a report to a Court for an inquiry regarding the child.

(*2*) On receipt of a report under sub-section (*1*) or on its own knowledge or information a Court may call upon the parent or guardian to produce the child before it and to show cause why the child should not be dealt with as a neglected child under the provisions of this Act, and if it appears to the Court that the child is likely to be removed from its jurisdiction or to be concealed, it may issue a warrant for taking the child into custody and for sending him to a reception home.

Inquiry by Court regarding neglected children and power of committal to reformatory or industrial school.

31. (*1*) When a neglected child is produced before a Court, it shall examine the police officer or the authorised person, as the case may be, who produced the child before the Court or made the report, and record the substance of such examination and may send the child to a reception home pending further inquiries.

(*2*) On the date fixed for such further inquiries or on any subsequent date on which the proceedings may be adjourned, the Court shall hear and record all evidence which may be adduced and consider any cause which may be shown under sub-section (*2*) of section 30.

(*3*) If the Court is satisfied on such inquiry that the child is a neglected child and that it is expedient to deal with him accordingly, the Court may make an order directing that the child shall be sent to and kept in a reformatory or an industrial school, as the case may be, and that the period of his stay in such school shall, save as hereinafter otherwise provided, extend up to the time when he attains the age of eighteen years:

Provided that the Court may, for reasons to be recorded in writing, shorten the period of his stay in a reformatory or an industrial school:

Provided further that where a child attains the age of fourteen years before the expiry of the period of his stay in a reformatory school, he shall be transferred to an industrial school, to be kept there for the unexpired period.

(Chapter IV.—Neglected Children.—Sections 32—34.—Chapter V.—Maintenance and treatment of children in reformatory, industrial or borstal schools or under custody.—Section 35.)

Power to commit neglected child to suitable custody.

32. (*1*) The Court may, instead of making an order under sub-section (*3*) of section 31, make an order directing the child to be placed under the care of the parent or the guardian or any other person considered by the Court to be a fit person, on such parent, guardian or other person executing a bond with or without sureties, for the good behaviour and proper training of the child for such period and on such condition as may be specified in the order.

(*2*) When making an order under sub-section (*1*) or at any time thereafter, the Court may also direct that the child be placed under the supervision of a person to be appointed by the Court with his consent for such period as may be specified in the order:

Provided that if at any time within such period it appears to the Court on receiving information from the person appointed by the Court or otherwise that the child has not been of good behaviour or that there has been a breach of any of the conditions of the bond, it may, after such inquiry as it deems fit, order him to be sent to a reformatory or industrial school, as the case may be, to be kept there until he attains the age of eighteen years.

Power to State Government to direct release of a neglected child kept in a reformatory or industrial school.

33. The State Government may make an order directing the release, on such conditions as may be specified in the order, of a child, who, having been dealt with by a Court under sub-section (*3*) of section 31 or under the proviso to sub-section (*2*) of section 32 has been kept in a reformatory or industrial school.

Uncontrollable children.

34. Where a parent or guardian of a child complains to a Court that he is not able to control the child, the Court may send the child to a reception home pending inquiry into the case and may on completion of the inquiry make an order under sub-section (*3*) of section 31.

CHAPTER V.

Maintenance and treatment of children in Reformatory, Industrial or Borstal Schools or under custody.

Contribution of parent or guardian for maintenance

35. (*1*) The Court, which makes an order for sending a juvenile delinquent or other child to a reformatory, industrial or borstal school or for placing a juvenile delinquent or other child under the care of a fit person other than a parent or guardian may order the parent or the guardian who is responsible for the maintenance of such juvenile delinquent or child to pay such sum to such person or such authority as it may direct for his maintenance.

(*2*) The Court, before making any order under sub-section (*1*), shall inquire into the circumstances of the parent or guardian in his presence, or when his personal attendance is dispensed with, in the presence of his pleader or agent.

(*3*) Where an order for the maintenance of a juvenile delinquent or other child has been made under section 488 of the Code of Criminal Procedure, 1898, the Court shall not make an order under sub-section (*1*) but may order the whole or any part of the sums accruing due under the said order for maintenance to be paid to such person or such authority as it may direct and such sums shall be applied by him or it towards the maintenance of the juvenile delinquent or other child.

Act V of 1898.

(*4*) An order made under this section may be enforced in the same manner as an order under section 488 of the Code of Criminal Procedure, 1898.

Explanation.—The parent or guardian of a juvenile delinquent or other child shall, for the purposes of this section include, in the case of illegitimacy, his putative father.

Placing out juvenile delinquent or other child.

36. (*1*) When a juvenile delinquent or other child is kept in a reformatory, industrial or borstal school, the State Government may, if it thinks fit, order that he be released from such school on such conditions as may be specified in the order and permit him to live with, or under the supervision of, any responsible person, named in the order willing to take charge of him with a view to training him for some useful trade or calling.

(*2*) An order under sub-section (*1*) shall be in force for the period specified therein or until it is revoked.

(*3*) The State Government may, at any time, revoke an order made under sub-section (*1*) and direct the juvenile delinquent or other child to return to his school:

Provided that where a juvenile delinquent or other child, who was released from a reformatory school has already attained the age of fourteen years, he shall, on such revocation of the order under sub-section (*1*) be directed to be sent to a borstal school or an industrial school, as the case may be.

(*4*) When an order has been revoked and the juvenile delinquent or other child refuses or fails to return to the school to which he is directed under sub-section (*3*) to return, the State Government may cause him to be arrested and taken back to the school.

(*5*) The period during which a juvenile delinquent or other child is allowed to stay out as aforesaid shall be deemed to be part of the period of his stay in the school.

(Chapter V.—Maintenance and treatment of children in reformatary, industrial or borstal schools or under custody.—Sections 37, 38.)

Permission to a juvenile delinquent or other child to live temporarily with his parent or guardian

37. (*1*) The State Government or any authority to which the State Government may delegate its powers in this behalf, may, on the recommendation of the managers of the school, permit a juvenile delinquent or other child sent to a reformatory, industrial or borstal school to live under the charge of his parent or guardian for any period not exceeding thirty days at a time excluding the time required for journeys and the days of departure from, and the arrival at, the school:

Provided that such permission shall not be granted, unless—

(*i*) the juvenile delinquent or other child has completed at least two years of stay in a reformatory, industrial or borstal school and his conduct has been in the opinion of the managers of the school uniformly satisfactory;

(*ii*) the parent or guardian of such juvenile delinquent or other child executes a bond with or without sureties as the managers of the school may require, for the return of the juvenile delinquent or other child to the school on the expiry of the period for which he is permitted to live under the charge of such parent or guardian as the case may be; and

(*iii*) in the case of a second or subsequent permission, not less than one year has elapsed from the date of the expiry of the previous permission.

(*2*) A juvenile delinquent or other child, who is permitted to live under the charge of his parent or guardian under sub-section (*1*) shall return on the date to the school.

(*3*) The period during which a juvenile delinquent or other child is permitted to live under the charge of his parent or guardian under sub-section (*1*), shall be deemed to be part of the period of his stay in the school, provided that he returns to the school on the due date and his conduct has been found to be satisfactory during the period for which he was permitted so to live.

(*4*) Notwithstanding anything to the contrary in any law for the time being in force, any police officer not below the rank of an Assistant Sub-Inspector may without warrant take charge of a juvenile delinquent or other child, who fails to return to a reformatory, industrial or borstal school, as the case may be, after the expiry of the period for which he has been permitted under sub-section (*1*) to live under the charge of his parent or guardian and take him back to the school.

Escaped children.

38. Notwithstanding anything to the contrary contained in any law for the time being in force, any police officer may, without warrant, take charge of a juvenile

(*Chapter V.—Maintenance and treatment of children in reformatory, industrial or borstal schools or under custody.—Section 39.—Chapter VI.—Miscellaneous.—Section 40.*)

delinquent or other child, who has escaped from a reception home, reformatory, industrial or borstal school or from the custody of a person under whom he was placed by an order under this Act, and shall send him back to that home, school or person, as the case may be, and no proceeding shall be instituted or offence registered in respect of the juvenile delinquent or other child for such escape, but the authorities of the home or school or the person may, after giving information to the Court which passed the orders in respect of the juvenile delinquent or other child, take, subject to any orders that the Court may pass, such steps against him as may be deemed necessary by such authority or person.

Discharge and transfer.

39. (*1*) The State Government may, at any time, order a juvenile delinquent or other child to be discharged from a reformatory, industrial or borstal school, either absolutely or on such conditions as the State Government may think fit to impose.

(*2*) The State Government may order—

(*a*) a juvenile delinquent or other child to be transferred from one reformatory school to another, or from one industrial school to another, or from one borstal school to another whether located within the State or not:

Provided that a juvenile delinquent or other child domiciled in the State shall not, in the absence of any special reasons, be transferred to a school outside the State;

(*b*) a juvenile delinquent or other child, the order for whose release has been revoked, to be sent to the reformatory, industrial or borstal school from which he was released or to any other reformatory, industrial or borstal school, as the case may be, so, however, that no such juvenile delinquent or other child shall, if he has attained the age of fourteen years, be directed to be sent to a reformatory school.

CHAPTER VI.

Miscellaneous.

Presumption and determination of age.

40. Whenever any person is brought before a Court to be dealt with under any of the provisions of this Act as a child the Court shall make due inquiry as to the age of that person and also, for the purposes of section 41, as to his religious persuasion and shall, after taking such evidence

as may be forthcoming, record a finding whether the person is a child or not and what his age is. The age so found by the Court shall, for the purposes of this Act, be deemed to be the true age of such person.

Restrictions on account of religious persuasion of child.

41. No child shall, in pursuance of an order under this Act, be sent to or placed in charge of any person professing, or a certified school run by a person or persons belonging to, a religious persuasion different from that of the child.

Care of children.

42. If it appears to the Court, on the complaint of any person, that a child is being treated with cruelty or exposed to moral danger by, or within the knowledge of, or with the connivance of, the parent or guardian or that a child, being a girl, is exposed, within the knowledge of, or with the connivance of, her parent or guardian, to the risk of seduction or prostitution, the Court may direct the parent or guardian to enter into a recognizance to exercise due care and supervision in respect of such child.

Penalty for abetting escape of child from custody.

43. (*1*) Whoever-

(*a*) knowingly assists or induces, directly or indirectly, a juvenile delinquent or other child to escape from a reception home, or a reformatory, industrial or borstal school or from the custody of the person under whom he is placed by an order under this Act; or

(*b*) knowingly harbours, conceals, or prevents from returning to such home or school or to such person a juvenile delinquent or other child who has so escaped, or knowingly assists in doing so;

shall be punishable with imprisonment for a term which may extend to six months or with fine not exceeding five hundred rupees or with both.

(*2*) All offences under sub-section (*1*) shall be cognizable.

Penalty for cruelty to child.

44. If a person, having the custody, charge or care of a child under the provisions of this Act, assaults, ill-treats, abandons or exposes such child, or causes such child to be assaulted, ill-treated, neglected, abandoned or exposed in a manner likely to cause such child physical or mental suffering or injury, he shall be punishable with imprisonment for a term not exceeding two years or with fine not exceeding two hundred rupees or with both.

Children accompanying mothers in prison.

45. (*1*) When any woman having children is remanded to jail custody being accused of an offence or on conviction for an offence or on any other ground, the Court or other authority remanding her to such custody, on being satisfied that the father of the children, if living, is unable

to take charge of or to look after them, or that there is no suitable friend or relation who can take charge of and look after them, may notwithstanding anything in any other law, order that—

(*a*) any such children, not being more than two years of age, may be allowed to accompany the woman to the prison, and

(*b*) any such children above two years of age may be sent to and kept in a reception home or a reformatory school for children other than juvenile delinquents or an industrial school, as the Court or other authority may think fit, as if such children were neglected children.

(*2*) If any such woman as aforesaid is released from prison on bail or otherwise, the court or other authority may, on application made by her, direct the release of the children kept in a reception home, or a reformatory or industrial school in pursuance of an order made under sub-section (*1*).

Procedure in respect of bonds.

46. The provisions of Chapter XLII of the Code of Criminal Procedure, 1898, shall, so far as may be, apply to bonds taken under this Act.

Act V of 1898,

Transfer of children suffering from Leprosy, Tuberculosis or unsoundness of mind.

47. (*1*) If in the opinion of the Medical Officer authorised by the State Government a child kept in a reformatory, industrial or borstal school in pursuance of this Act is suffering from leprosy, tuberculosis or unsoundness of mind, the State Government may order his removal to a suitable hospital or other place for being kept there for such period as may be necessary for the proper treatment of the child.

(*2*) When in the opinion of the Medical Officer authorised by the State Government such a child is cured, the State Government may, if the child is still liable to be kept in custody, order the person having charge of the child to send him to the school from which he was removed or, if the child is no longer liable to be kept in custody, order him to be discharged.

Appeal.

48. (*1*) Notwithstanding anything contained in the Code of Criminal Procedure, 1898, an appeal from an order made by a Court under the provisions of this Act shall lie—

(*a*) if passed by a Magistrate other than a Presidency Magistrate to the Session Judge;

(*b*) if passed by a Court of Session or by a Presidency Magistrate, to the High Court.

(*2*) The period of limitation for an appeal under sub-section (*1*) shall be thirty days in the case of appeals to Courts other than the High Court, and sixty days in the case of an appeal to the High Court from the date of the order appealed against.

(*3*) The provisions of sections 5 and 12 of the Indian Limitation Act, 1908, shall appply to such appeals. Act IX of 1908.

49. Notwithstanding anything contained in any other law, the conviction of a child shall not be regarded as a disqualification attaching to conviction for an offence. **Removal of disqualification attaching to conviction of child for an offence.**

50. (*1*) The State Government may by notification in the *Official Gazette*, make rules for carrying out the purposes of this Act. **Power to make rules.**

(*2*) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(*a*) the place at which, the days on which and the manner and conditions in which a Juvenile Court may hold its sittings;

(*b*) the procedure to be followed by the Court in holding inquiries under this Act;

(*c*) the establishment, certification and maintenance of reformatory, industrial and borstal school;

(*d*) the establishment, recognition and maintenance of reception homes including special reception homes for foundlings and after-care organisations;

(*e*) the internal management, discipline and inspection of such schools, homes and organisations including the medical examination of the inmates of such schools, homes and organisations and their segregation on grounds of health as well as on the basis of sex;

(*f*) the officers to be appointed to carry out the purposes of this Act, their powers and duties and the terms and conditions of their service;

(*g*) the constitution and procedure of Boards of Visitors referred to in section 9 and of the State Children's Board referred to in section 10;

(*h*) the mode and procedure of payment of the contribution by parents and other persons responsible for the maintenance of juvenile delinquents and other children;

(*i*) the conditions subject to which children may be placed under the care of any person under this Act and the obligations of such persons towards the children so placed;

(*j*) any other matter which has to be, or may be prescribed.

(*3*) All rules made under this Act shall be subject to the condition of previous publication and such publication shall be made not less than one month before the date on which the rules come into force.

Repeals and savings.

VIII of 1897.

Ben. Act II of 1922.

Ben. Act I of 1928.

Ben. Act VII of 1943.

51. The Reformatory Schools Act, 1897, in so far as it applies to any area in West Bengal, the Bengal Children Act, 1922, the Bengal Borstal Schools Act, 1928 and the Bengal Vagrancy Act, 1943, in so far as it applies to neglected children, shall stand repealed:

Provided that—

(*a*) all reformatory, industrial or borstal schools established or certified under any of the aforesaid Acts shall, on such repeal, be deemed to have been established or certified, as the case may be, under sub-section (*2*) of section 7 of this Act;

(*b*) all cases, proceedings or appeals pending before any Court under any of the aforesaid Acts shall, on such repeal, be continued and disposed of by the said Court notwithstanding anything in this Act as if they were cases, proceedings and appeals under this Act;

(*c*) all appeals against orders of Courts appointed or established under any of the aforesaid Acts shall, on such repeal, be deemed to be appeals from orders made by Courts under this Act and shall be presented to Courts empowered to hear appeals under this Act and shall be disposed of accordingly;

(*d*) all licenses granted under any of the aforesaid Acts shall, on such repeal, be deemed to have been granted under the Act;

(*e*) any appointment, notification, notice, order, rule or form made or issued under any of the aforesaid Acts shall, on such repeal, continue in force and be deemed to have been made or issued under the provisions of this Act, in so far as it is not inconsistent with the provisions of this Act and shall continue in force unless and until it is superseded by any appointment, notification, notice, order, rule or form made or issued under this Act.

Provision for removal of difficulties.

52. (*1*) If any difficulty arises in relation to the application of this Act or in giving effect to the provisions of this Act, the State Government may, by order notified in the *Official Gazette*, make such provisions not inconsistent with the purposes of this Act as appear to it to be necessary or expedient for removing that difficulty.

(*2*) The power conferred under sub-section (1) shall not be exercised by the State Government after the expiry of three years from the date of commencement of this Act.

(*3*) Any order made under sub-section (*1*) may be made so as to be restrospective to any date not earlier than the date of commencement of this Act.

APPENDIX No. 13.

The Indian Lunacy Act, 1912 (IV of 1912) (As modified up to 3rd April 1962)

LIST OF ACTS AND ADAPTATION ORDERS AFFECTING THE INDIAN LUNACY ACT, 1912.

1. The Second Repealing and Amending Act, 1914 (17 of 1914).
2. The Indian Lunacy (Amendment) Act, 1916 (12 of 1916).
3. The Devolution Act, 1920 (38 of 1920).
4. The Indian Lunacy (Amendment) Act, 1922 (6 of 1922).
5. The Repealing and Amending Act, 1923 (11 of 1923).
6. The Indian Lunacy (Amendment) Act, 1923 (32 of 1923).
7. The Indian Army (Amendment) Act, 1923 (33 of 1933).
8. The Indian Lunacy (Amendment) Act, 1926 (5 of 1926).
9. The Repealing and Amending Act, 1927 (10 of 1927).
10. The Indian Air Force Act, 1932 (14 of 1932).
11. The Amending Act, 1934 (35 of 1934).
12. The Government of India (Adaptation of Indian Laws) Order, 1937.
13. The Indian Independence (Adaptation of Central Acts and Ordinances) Order, 1948.
14. The Adaptation of Laws Order, 1950.
15. The Part B States (Laws) Act, 1951 (3 of 1951).

LIST OF ABBREVIATIONS USED

A.O. 1937	.	For Government of India (Adaptation of Indian Laws) Order, 1937.
A.O. 1948	..	,, Indian Independence (Adaptation of Central Acts and Ordinances) Order, 1948.
A.O. 1950	..	,, Adaptation of Laws Order, 1950.
G.G. in C.	..	,, Governor General in Council.
Govt.	..	,, Government.
Ins.	..	,, Inserted.
Rep.	..	,, Repealed.
S.	..	,, Section.
Sch.	..	,, Schedule.
Subs.	..	,, Substituted.

ACT NO. IV OF 1912.[1]

[16th March, 1912].

An Act to consolidate and amend the law relating to Lunacy.

WHEREAS it is expedient to consolidate and amend the law relating to lunacy; It is hereby enacted as follows:

PART I.

Preliminary.

CHAPTER I.

1. Short title and extent.—(1) This Act may be called the Indian Lunacy Act, 1912.[1]

[2][(2) It extends to the whole of India [3][except the State of Jammu and Kashmir].]

2. Savings.—Nothing contained in Part II shall be deemed to affect the powers of any High Court. [4][for a Part A State] over any person found to be a lunatic by inquisition or over the property of such lunatic, or the rights of any person appointed by such Court as guardian of the person or manager of the estate of such lunatic.

[1]For statement of Objects and reasons, *see* Gazette of India, 1911, Pt. V, p. 147 ; for Report of Select Committee, *see ibid*, 1912, Pt. V., p. 57 ; and for Proceedings in Council, *see ibid*, 1911, Pt. VI. p. 655, and *ibid*, 1912, Pt. VI, pp. 3, 30, 187 and 458.

This Act except Chapter IV has been declared to be in force in the Khondmals District by the Khondmals Laws Regulatiion, 1936 (4 of 1936), s. 3 and Sch., and in the Angul District by the Angul Laws Regulation, 1936 (5 of 1936), s. 3 and Sch.

The Act has been declared in force in Panth Piploda subject to modifications, by the Panth Piploda Laws Regulation, 1929 (I of 1929), s. 2 and Sch. It has also been esxtended to Berar by the Berar Laws Act, 1941 (4 of 1941).

It has been amended in :—

(1) the State of Bombay by Bom. Acts 15 of 1936 and 15 of 1938 ;

(2) the State of Madras by Madras Acts 14 of 1938, 15 of 1938 and 7 of 1948.

[2]Subs. by the A.O. 1950 for the former sub-section.

[3]Subs. by Act 3 of 1951 for "except Part B States".

[4]Subs. by the A.O. 1950 for "which is or hereafter may be constituted by His Majesty by Letters Patent". The words "for a Part A State" omitted by the Adaptation of Laws (No. 2) Order, 1956.

3. Definitions.—In this Act, unless there is anything repugnant in the subject or context,—

(1) "asylum" means an asylum[1] [or mental hospital] for lunatics established or licensed [2][by [3][the Central Government or any [4][State Government]]].

(2) "cost of maintenance" in an asylum includes the cost of lodging, maintenance, clothing, medicine and care of a lunatic and any expenditure incurred in removing such lunatic to and from an asylum [5][together with any other charges specified in this behalf by the [4][State Government] in exercise of any power conferred upon [6][it] by this Act.]:

(3) "District Court" means the principal Civil Court of original jurisdiction in any area outside the local limits for the time being of the Presidency-towns:

(4) "criminal lunatic" means any person for whose [6][detention] in, or removal to an asylum, jail or other place of safe custody an order has been made in accordance with the provisions of section 466 or section 471 of the Code of Criminal Procedure, 1898 (V of 1898), or of section 30 of the Prisoners Act 1900 (III of 1900), [7][or of section 103-A of the Indian Army Act, 1911, (VIII of 1911).]:

[8][4A) "India" means the territory of India excluding the State of Jammu and Kashmir:]

(5) "lunatic" means an idiot or person of unsound mind:

(6) "Magistrate" means a Presidency Magistrate, District Magistrate, Sub-Divisional Magistrate or a Magistrate of the first class specially empowered by the [4][State Government] to perform the functions of a Magistrate under this Act:

(7) "Medical officer" means a gazetted [9][medical officer in the service of the [10][Government]] and includes a medical practitioner declared by general or special order of the [4][State Government] to be a medical officer for the purposes of this Act:

(8) "medical practitioner" means a holder of a qualification to practise medicine and surgery which can be registered in the United Kingdom in accordance with the law for the

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[1]Ins by Act 6 of 1922, s. 2.

[2]Subs. by the A.O 1937 for "by Govt".

[3]Subs by the A.O 1948 for "any Govt. in British India".

[4]Subs. by the A.O 1950 for "Provincial Govt.".

[5]Subs. by the A.O. 1937 for "him".

[6]Subs. by Act 11 of 1923, s. 2 and Sch. I for "confinement".

[7]Added by Act 33 of 1923, s. 5.

[8]Ins. by Act 3 of 1951, s. 3 and Sch.

[9]Subs. by the A.O. 1937 for "medical officer of Govt."

[10]Subs. by the A.O. 1950 for "Crown".

time being in force for the registration of medical practitioners and includes any person declared by general or special order of the [1][State Government] to be a medical practitioner for the purposes of this Act :

(9) "prescribed" means prescribed by this Act or by rule made thereunder :

(10) "reception order" means an order made under the provisions of this Act for the reception into an asylum of a lunatic other than a lunatic so found by inquisition:

(11) "relative" includes any person related by blood, marriage or adoption : and

(12) "rules" means a rule made under this Act.

[2]* * * *

PART II.

Reception, Care and Treatment of Lunatics.

CHAPTER II.

Reception of Lunatics.

4. Reception of persons in asylum.—(1) No person other than a criminal lunatic or a lunatic so found by inquisition shall be received or detained in an asylum without a reception order save as provided by sections 8, 16 and 98;

Provided that any person in charge of an asylum may, with the consent of two of the visitors of such asylum, which consent shall not be given except upon a written application from the intending boarder, receive and lodge as a boarder in such asylum any person who is desirous of submitting himself to treatment.

(2) A boarder received in an asylum under the proviso to sub-section (1) shall not be detained in the asylum for more than twenty-four hours after he has given to the person in charge of the asylum notice in writing of his desire to leave such asylum.

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[1]Subs. by the A.O. 1950 for "Provincial Govt."

[2]Cl. (13) rep. by Act 3 of 1951 s. 3 and Sch.

Reception orders on petition

5. Application for reception order.—(1) An application for a reception order shall be made by petition accompanied by a statement of particulars to the Magistrate within the local limits of whose jurisdiction the alleged lunatic ordinarily resides, shall be in the form presribed and shall be supported by two medical certificates on separate sheets of paper, one of which certificates shall be from a medical officer.

(2) If either of the medical certificates is signed by any relative, partner or assistant of the lunatic or of the petitioner, the petition shall state the fact and, where the person signing is a relative, the exact manner in which he is related to the lunatic or petitioner.

(3) The petition shall also state whether any previous application has been presented for an inquiry into the mental capacity of the alleged lunatic in any Court; and if such application has been made, a certified copy of the order made thereon shall be attached to the petition.

(4) No application for a reception order shall be entertained in any area outside the Presidency-towns unless the [1][State Government] has, by notification in the [2][Official Gazette], declared such area as an area in which reception orders may be made.

6. Application by whom to be presented.—[3][(1) Subject to the provisions of sub-section (3), the petition shall be presented by the husband or wife of the alleged lunatic, or, if there is no husband or wife or the husband or wife is prevented by reason of insanity, absence from India or otherwise from making the presentation, by the nearest relative of the alleged lunatic who is not so prevented.]

(2) [4][If the petition is not presented by the husband or wife, or where there is no husband or wife, by the nearest relative of the alleged lunatic, the petition] shall contain a statement of the reasons why it is not so presented, and of the connection of the petitioner with the alleged lunatic, and the circumstances under which he presents the petition.

(3) No person shall present a petition unless he has attained the age of majority as determined by the law to which he is subject, and has within fourteen days before the presentation of the petition, personally seen the said lunatic.

(4) The petition shall be signed and verified by the petitioner, and the statement of prescribed particulars by the person making such statement.

[1]Subs. by the A.O. 1950 for "Provincial Govt".

[2]Subs. by the A.O. 1937 for "local Official Gazette".

[3]Subs by Act 5 of 1926 s. 2.

[4]Subs. *ibid.* for "If the petition is not so presented, it".

7. Procedure upon petition for reception order.—(1) Upon the presentation of the petition the Magistrate shall consider the allegations in the petition and the evidence of lunacy appearing by medical certificates.

(2) If he considers that there are grounds for proceeding further, he shall personally examine the alleged lunatic unless for reasons to be recorded in writing he thinks it unnecessary or inexpedient so to do.

(3) If he is satisfied that a reception order may properly be made forthwith, he may make the same accordingly.

(4) If he is not so satisfied, he shall fix a date (notice whereof shall be given to the petitioner and to any other person to whom in the opinion of the Magistrate notice should be given) for the consideration of the petition, and he may make such further or other inquiries of or concerning the alleged lunatic as he thinks fit.

8. Detention of alleged lunatic pending inquiry.—Upon the presentation of the petition, the Magistrate may make such order as he thinks fit for the suitable custody of the alleged lunatic pending the conclusion of the inquiry.

9. Consideration of petition.—The petition shall be considered in private in the presence of the petitioner, the alleged lunatic (unless the Magistrate in his discretion otherwise directs), any person appointed by the alleged lunatic to represent him and such other persons as the Magistrate thinks fit.

10. Order.—(1) At the time appointed for the consideration of the petition, the Magistrate may either make a reception order or dismiss the petition, or may adjourn the same for further evidence or inquiry, and may make such order as to the payment of the costs of the inquiry by the person upon whose application it was made, or out of the estate of the alleged lunatic if found to be of unsound mind, or otherwise as he thinks fit.

(2) If the petition is dismissed, the Magistrate shall record in writing his reasons for dismissing the same, and shall deliver or cause to be delivered to the petitioner a copy of such order.

11. Further provisions as to reception orders on petition.—No reception order shall be made under section 7 or section 10, save in the case of a lunatic who is dangerous and unfit to be at large, unless—

(a) the Magistrate is satisfied that the person in charge of an asylum is willing to receive the lunatic and

(b) the petitioner or some other person engages in writing to the satisfaction of the Magistrate to pay the cost of maintenance of the lunatic.

[1][**11-A. Power to appoint substitute for the person upon whose application a reception order has been made.**—(1) The Magistrate may, subject to the provisions of this section, by order in writing (hereinafter referred to as an order of substitution), transfer the duties and responsibilities under this Act of the person on whose petition a reception order has been made to any other person who is willing to undertake the same, and such other person shall thereupon be deemed for the purposes of this Act to be the person on whose petition the reception order was made, and all references in this Act to such last-mentioned person shall be construed accordingly:

Provided that no such order of substitution shall release the person upon whose petition the reception order was made or, if he is dead, his legal representative from any liability incurred before the order of substitution was made.

(2) Before making any order of substitution, the Magistrate shall send a notice to the person upon whose petition the reception order was made, if he is alive, and to any relative of the lunatic to whom, in the opinion of the Magistrate, notice should be given; the notice shall specify the name of the person in whose favour it is proposed to make such order and the date, which shall be not less than twenty days from the sending of the notice, upon which any objection to the making of the order will be considered.

(3) On such date or any subsequent date to which the proceedings may be adjourned, the Magistrate shall consider any objection made by any person to whom notice has been sent, or by any other relative of the lunatic and shall receive all such evidence as may be produced by or on behalf of any of such persons and such further evidence, if any, as the Magistrate thinks necessary, and may thereafter make or refrain from making an order of substitution:

Provided that, if the person on whose petition the reception order was made is dead and any other person is willing and, in the opinion of the Magistrate, fitted to undertake the duties and responsibilities under this Act of such first-mentioned person, the Magistrate shall make such an order.

(4) If in proceedings under this section any question arises as to the person to whom the duties and responsibilities under this Act of a person upon whose petition a reception order has been made shall be entrusted, the Magistrate shall give preference to the person who is the nearest relative of the lunatic, unless, for reasons to be recorded in writing, the Magistrate considers that such preference would not be in the interests of the lunatic.

(5) The Magistrate may make such order for the payment of the costs of an inquiry under this section by any person who is a party thereto or out of the estate of the lunatic, as he thinks fit.

(6) Any notice under sub-section (2) may be sent by post to the last known address of the person for whom it is intended.]

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[1]Ins. by Act 5 of 1926, s. 3

[1][11-B. **Reception order in case of lunatics from foreign states in India.**—(1) When an arrangement has been made with any foreign European State with respect to the reception of lunatics in asylums in [2][India], the [3][Central Government] may, by notification in the [4][Official Gazette], direct that reception orders may be made under this Act in the case of any lunatic or class of lunatics residing in the territories in India of such foreign European State, and shall in such notification specify the [5][State] or [6][States] within which such reception orders may be made.

(2) On publication of a notification under sub-section (1), the provisions of this Act as to the making of reception orders on petition and for temporary detention in suitable custody shall apply in the case of such lunatics, with the following modifications, namely :—

(a) an application for a reception order may be made by petition presented by such officer or agent of the foreign State in which the alleged lunatic ordinarily resides, it may by general or special order be approved by the [7][State Government] in this behalf;

(b) the functions of the Magistrate shall be performed by such officer as the [7][State Government] may, by general or special order, appoint in this behalf, and such officer shall be deemed to be the Magistrate having jurisdiction over the alleged lunatic for all the purposes of the said provisions;

(c) for the purposes of section 5 and 18(1), the expressions "medical officer" and "medical practitioner" shall include such person or class of persons as the [7][State Government] may specify in this behalf;

(d) the Magistrate may in his discretion extend the period prescribed by section 19 within which the alleged lunatic must have been medically examined; and

(e) sections 6(1), (2), (3), 11, [11-A[8]] and 34 of the Act, shall not apply,

and with such other modifications, restrictions or adaptations as the [3][Central Government] may, by notification in the [4][Official Gazette], direct for the purpose of facilitating the application of the said provisions.

(3) A reception order made under this section shall be deemed to be a reception order made under section 7 or section 10, as the case may be.

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[1]This section was originally inserted as s. 11-A by Act (12 of 1916), and was renumberd as section 11-B by Act 5 of 1926, s. 3.

[2]Subs. by Act 3 of 1951, s. 3 and Sch. for "the States".
[3]Subs. by the A.O. 1937 for "G.G.-in-C."
[4]Subs., *ibid.*, for "Gazette of India".
[5]Subs. by the A.O. 1950 for "province".
[6]Subs., *ibid.*, for "provinces".
[7]Subs. by the A.O. 1950 for "Provincial Govt."
[8]Ins. by Act 5 of 1926, s. 4.

Reception orders otherwise than on petition.

12. Reception order in case of a European lunatic soldier, sailor or airman.—When any European who is subject to the provisions of the *Army Act [1][the Naval Discipline Act or that Act as modified by the Indian Navy (Discipline) Act, 1934 (XXXIV of 1934)]. [2][the Air Force Act or the Indian Air Force Act, 1932, (XIV of 1932] has been declared a lunatic in accordance with the provisions of the military [1][naval] [3][or air force] regulations in force for the time being, and it appears to any adminisrtative medical officer that he should be removed to an asylum, such administrative medical officer may, if he thinks fit, make a reception order under his hand for the admission of the said lunatic into any asylum which has been duly authorized for the purpose by the [4][Central Government].

13. Powers and duties of police in respect of wandering or dangerous lunatics and lunatics cruelly treated or not under proper care and control.—(1) Every officer in charge of a police-station may arrest or cause to be arrested all persons found wandering at large within the limits of his station whom he has reason to believe to be lunatics, and shall arrest or cause to be arrested all persons within the limits of his station whom he has reason to believe to be dangerous by reason of lunacy. Any person so arrested shall be taken forthwith before the Magistrate.

(2) Every officer in charge of a police-station who has reason to believe that any person within the limits of his station is deemed to be a lunatic and is not under proper care and control, or is cruelly treated or neglected by any relative or other person having the charge of him, shall immediately report the fact to the Magistrate.

14. Reception order in case of wandering and dangerous lunatics.—Whenever any person is brought before a Magistrate under the provisions of sub-section (1) of section 13, the Magistrate shall examine such persons, and if he thinks that there are grounds for proceeding further, shall cause him to be examined by a medical officer, and may make such other inquiries as he thinks fit; and if the Magistrate is satisfied that such person is a lunatic and a proper person to be detained, he may, if the medical officer who has examined such person gives a medical certificate with regard to such person, make a reception order for the admission of such lunatic into an asylum:

* Coll State. Ind. Vol. I.

[1]Ins. by Act 35 of 1934. s. 2 and Sch.

[2]Subs. by Act 14 of 1932, s. 130 and Sch. for "or the Air Force Act".

[3]Ins. by Act 10 of 1927, s. 2 and Sch. I.

[4]Subs. by the A.O. 1937 for "G.G.in C."

Provided that, if any friend or relative desires that the lunatic be sent to a licensed asylum and engages in writing to the satisfaction of the Magistrate to pay the cost of maintenance of the lunatic in such asylum, the Magistrate shall, if the person in charge of such asylum consents, make a reception order for the admission of the lunatic into the licensed asylum mentioned in the engagement:

Provided further that if any friend or relative of the lunatic enters into a bond with or without sureties for such sum of money as the Magistrate thinks fit, conditioned that such lunatic shall be properly taken care of, and shall be prevented from doing injury to himself or to others, the Magistrate, instead of making a reception order, may, if he thinks fit, make him over to the care of such friend or relative.

15. Order in case of lunatic cruelly tretaed or not under proper care and control.—(1) If it appears to the Magistrate, on the report of a police-officer or the information of any other person, that any person within the limits of his jurisdiction deemed to be a lunatic is not under proper care and control or is cruelly treated or neglected by any relative or other person having the charge of him, the Magistrate may cause the alleged lunatic to be produced before him, and summon such relative or other person as has or ought to have the charge of him.

(2) If such relative or other person is legally bound to maintain the alleged lunatic, the Magistrate may make an order for such alleged lunatic being properly cared for and treated, and, if such relative or other person wilfully neglects to comply with the said order, the Magistrate may sentence him to imprisonment for a term which may extend to one month.

(3) If there is no person legally bound to maintain the alleged lunatic, or if the Magistrate thinks fit so to do, he may proceed as prescribed in section 14, and upon being satisfied in manner aforesaid that the person deemed to be a lunatic is a lunatic and a proper person to be detained under care and treatment may, if a medical officer gives a medical certificate with regard to such lunatic, make a reception order for the admission of such lunatic into an asylum.

16. Detention of alleged lunatic pending report by medical officer.—(1)When any person alleged to be a lunatic is brought before a Magistrate under the provisions of section 13 or section 15, the Magistrate may, by an order in writing, authorize the detention of the alleged lunatic in suitable custody for such time not exceeding ten days as may be, in his opinion, necessary to enable the medical officer to determine whether such alleged lunatic is a person in respect of whom a medical certificate may be properly given

(2) The Magistrate may, from time to time, for the same purpose by order in writing, authorize such further detention of the alleged lunatic for periods not exceeding ten days at a time as he thinks necessary:

Provided that no person shall be detained in accordance with the provisions of this section for a total period exceeding thirty days from the date on which he was first brought before the Magistrate.

17. Commissioner of Police, etc., to act in the Presidency-town.—All acts which the Magistrate is authorized or required to do by section 14, 15 or 16 may be done in the Presidency-town[1] * * by the Commissioner of Police; and all duties which an officer in charge of a police-station is authorized or required to perform, may be performed in any of the Presidency-towns by an officer of the police force not below the rank of an inspector.

Further provisions as to reception orders and medical certificates.

18. Medical certificates.—(1) Every medical certificate under this Act shall be made and signed by a medical practitioner or a medical officer, as the case may be, and shall be in the form prescribed.

(2) Every medical certificate shall state the facts upon which the person certifying has formed his opinion that the alleged lunatic is a lunatic, distinguishing facts observed by himself from facts communicated by others; and no reception order on petition shall be made upon a certificate founded only upon facts communicated by others.

(3) Every medical certificate made under this Act shall be evidence of the facts therein appearing and of the judgment therein stated to have been formed by the person certifying on such facts, as if the matters therein appearing had been verified on oath.

19. Time and manner of medical examination of lunatic.—(1) A reception order required to be founded on a medical certificate shall not be made unless the person who signs the medical certificate, or where two certificates are required-each person who signs a certificate has personally examined the alleged lunatic, in the case of an order upon petition, not more than seven clear days before the date of the presentation of the petition, and, in all other cases not more than seven clear days before the date of the order.

(2) Where two medical certificates are required, a reception order shall not be made unless each person signing a certificate has examined the alleged lunatic separately from the other.

[1]The words " or Rangoon " rep. by the A.O. 1937.

20. Authority for reception.—A reception order, if the same appears to be in conformity with this Act, shall be sufficient authority for the petitioner or any person authorized by him, or in the case of an order not made upon petition, for the person authorized so to do by the person making the order, to take the lunatic and convey him to the place mentioned in such order and for his reception and detention therein, or in any asylum to which he may be removed in accordance with the provisions of this Act, and the order may be acted on without further evidence of the signature or of the jurisdiction of the person making the order:

[1] [Provided that no reception order shall continue to have effect—

(a) after the expiry of thirty days from the date on which it was made, unless the lunatic has been admitted to the place mentioned therein within that period, or

(b) after the discharge, under the provisions of this Act, of the lunatic from such place or from any asylum to which he may have been removed.]

21. Copy of reception order to be sent to person in charge of asylum.—Any authority making a reception order under this Part shall forthwith send a certified copy of the order to the person in charge of the asylum into which such lunatic is to be admitted.

22. Restrictions as to asylums into which reception orders may direct admission.—Subject to the provisions of section 85, no Magistrate shall make a reception order for the admission of any lunatic into [2][any Government asylum] outside the [3][State] in which the Magistrate exercises jurisdiction.

Detention of lunatics pending removal to asylum.

23. Detention of lunatics pending removal to asylum.—When any reception order has been made under sections 7, 10, 14 or 15, the Magistrate may, for reasons to be recorded in writing, direct that the lunatic, pending his removal to an asylum, be detained in suitable custody in such place as the Magistrate thinks fit.

Reception and detention of criminal lunatics.

24. Reception and detention of criminal lunatics.—An order under section 466 or section 471 of the Code of Criminal Procedure, 1898 (V of 1898), or under section 30 of the Prisoners Act, 1900 (III of 1900), [4][or under section 103-A of the [5][Indian Army Act, 1911 (VIII of 1911)] directing the

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[1]Ins. by Act 32 of 1923, s. 2.

[2]Subs. by the A.O. 1937 for "any asylum established by Govt."

[3]Subs. by the A.O. 1950 for 'province'.

[4]Ins. by Act 33 of 1923, s. 5.

[5]*See* now the Army Act, 1950 (46 of 1950).

reception of a criminal lunatic into any asylum which is prescribed for the reception of criminal lunatics shall be sufficient authority for the reception and detention of any person named therein in such asylum or in any other asylum to which he may be lawfully transferred.

Reception after inquisition

25. Reception after inquisition.—A lunatic so found by inquisition may be admitted into an asylum,—

(1) in the case of an inquisition under Chapter IV, on an order made by, or under the authority of, the High Court;

(2) in the case of an inquisition under Chapter V, on an order made by the District Court.

26. Order for payment of cost of maintenance of lunatic.—(1) When any lunatic has been admitted into an asylum in accordance with the provisions of section 25, the High Court or the District Court, as the case may be, shall, on the application of the person in charge of the asylum, make an order for the payment of the cost of maintenance of the lunatic in the asylum, and may from time to time direct that any sum of money payable under such order shall be recovered from the estate of the lunatic or of any person legally bound to maintain him:

Provided that if at any time it shall appear to the satisfaction of the Court that the lunatic has not sufficient property, and that no person legally bound to maintain such lunatic has sufficient means for the payment of such cost, the Court shall certify the same instead of making such order for the payment of the cost as aforesaid.

(2) An order under sub-section (1) shall be enforced in the same manner and shall be of the same force and effect and subject to the same appeal as a decree made by the Court in a suit in respect of the property or person therein mentioned.

Amendment of order or certificate.

27. Amendment of order or certificates.—If, after the reception of any lunatic into any asylum on a reception order, it appears that the order upon which he was received or the medical certificate or certificates upon which such order was made is or are defective or incorrect, the same may at any time afterwards be amended by the person or persons signing the same with the sanction of two or more of the visitors of the said asylum, one of whom shall be a medical officer.

CHAPTER III.

Care and Treatment.

Visitors.

28. Appointment of visitors.—(1) The [1][State Government] shall appoint for every asylum not less than three visitors, one of whom at least shall be a medical officer.

[1]Subs. by the A.O. 1950 for "Provincial Govt."

(2) The Inspector-General of Prisons (where such office exists) shall be a visitor *ex-officio* of all asylums within the limits of his jurisdiction.

29. Monthly inspection by visitors.—Two or more of the visitors, one of whom shall be a medical officer, shall, once at least in every month, together inspect every part of the asylum of which they are visitors, and see and examine, as far as circumstances will permit, every lunatic and boarder therein, and the order and certificate for the admission of every lunatic admitted since the last visitation of the visitors, and shall enter in a book to be kept for that purpose any remarks which they may deem proper in regard to the management and condition of the asylum and the inmates thereof.

30. Inspection of criminal lunatics by Inspector-General or visitors.—(1) When any person is [1][detained] under the provisions of section 466 or section 471 of the Code of Criminal Procedure, 1898 (V of 1898) [2][or under the provisions of section 103-A of the Indian Army Act, 1911 [3] (VIII of 1911)] the Inspector-General of Prisons, if such person is [1][detained] in a jail or the visitors of the asylum or any two of them, if he is [1][detained] in an asylum, may visit him in order to ascertain his state of mind; and he shall be visited once at least in every six months by such Inspector-General or by two of such visitors as aforesaid; and such Inspector-General or visitor shall make a special report as to the state of mind of such person to the authority under whose order he is [1][detained].

(2) The [4][State Government] may empower the officer in charge of the jail in which such person may be [1][detained] to discharge all or any of the functions of the Inspector-General under sub-section (1).

Discharge of lunatics

31. Order of discharge from asylum by visitors.—(1) Three of the visitors of any asylum, of whom one shall be a medical officer, may, by order in writing, direct the discharge of any person detained in such asylum, and such person shall thereupon be discharged:

Provided that no order under this sub-section shall be made in the case of a person detained under a reception order under section 12, or, in the case of a criminal lunatic, otherwise than as provided by section 30 of the Prisoners Act, 1900 (III of 1900).

(2) When such order is made, if the person is detained under the order of any public authority, notice of the order of discharge shall be immediately communicated to such authority.

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[1]Subs. by Act 11 of 1923, s. 2 and Sch. I for "confined".

[2]Ins. by Act 33 of 1923, s. 5.

[3]*See* now the Army Act, 1950 (46 of 1950).

[4]Subs. by the A.O. 1950 for "Provincial Govt.".

32. Discharge of lunatics in other cases and of European military lunatics.—(1) A lunatic detained in an asylum under a reception order, made on petition, shall be discharged if the person on whose petition the reception order was made so applies in writing to the person in charge of the asylum:

Provided that no lunatic shall be discharged under the provisions of sub-section (1) if the officer in charge of the asylum certifies in writing that the lunatic is dangerous and unfit to be at large.

(2) A person detained in an asylum under a reception order made under section 12 shall be detained therein until he is discharged therefrom in accordance with the military [1] [naval] [2] [or air force] regulations in force for the time being, or until the officer making the order applies for his transfer to the military [1] [naval] [2] [or air force] authorities in view to his removal to England.

(3) Whenever it appears to the officer in charge of an asylum that the discharge of a person therein detained under an order made under section 12 is necessary either on account of his recovery, or for any other purpose, such person shall be brought before the visitors of the asylum, and on the visitors recording their opinion that the discharge should be made, the General or other Officer Commanding the division, district, brigade, or force, or other officer authorized to order the admission of such person into an asylum, shall forthwith direct him to be discharged, and such discharge shall take place in accordance with the military [1] [naval] [2][or air force] regulations in force for the time being.

33. Order of discharge on undertaking of relative for due care of the lunatic.—When any relative or friend of a lunatic detained in any asylum under the provisions of section 14, 15 or 17 is desirous that such lunatic shall be delivered over to his care and custody, he may make application to the authority under whose order the lunatic is detained, and such authority, if it thinks fit, in consultation with the person in charge of the asylum and with the visitors or with one of them being a medical officer, and upon such relative or friend entering into a bond with or without sureties for such sum of money as the said authority thinks fit conditioned that such lunatic shall be properly taken care of and shall be prevented from doing injury to himself or to others, may make an order for the discharge of such lunatic, and such lunatic shall thereupon be discharged.

34. Discharge of person subsequently found on inquisition not to be of unsound mind.—If any lunatic detained in an asylum on a reception order made under section 7, 10, 14, 15 or 17 is subsequently found on an inquisition under Chapter IV or Chapter V not to be of unsound mind and incapable of managing himself and his affairs, the person in charge of the

[1]Ins. by Act 35 of 1934, s. 2 and Sch.
[2]Ins. by Act 10 of 1927, s. 2 and Sch. I.

asylum shall forthwith, on the production of a certified copy of such finding, discharge the alleged lunatic from the asylum.

Removal of lunatics

35. Removal of lunatics and criminal lunatics.—(1) [1][Any lunatic may, in accordance with any general or special order of the [2] [State Government], be removed from [3][any Government asylum] to any other asylum within the [4][State], or to any other asylum in any other [4] [State], with the consent of the [2][State Government] of that [4] [State] :]

Provided that no lunatic admitted into an asylum on a reception order made on petition shall be removed in accordance with the provisions of this sub-section until notice of such intended removal has been given to the petitioner.

(2) The [2][State Government] may make such general or special order as [1] [it] thinks fit directing the removal of any person for whose [5][detention] an order has been made under section 466 or section 471 of the Code of Criminal Procedure, 1898 (V of 1898) [6] [or under section 103-A of the Indian Army Act, 1911] (VIII of 1911) from the place where he is for the time being [7][detained] to any asylum, jail or other place of safe custody [7][in the [1][State], or to any asylum, jail or other place of safety in any other [1][State] with the consent of the [2] [State Government] of that [1][State].]

Escape and re-capture.

36. Order to justify detention and re-capture after escape.—Every person received into an asylum under any such order as is required by this Act, may be detained therein until he is removed or discharged as authorized by law, and in case of escape may, by virtue of such order, be re-taken by any police-officer or by the person in charge of such asylum, or any officer or servant belonging thereto, or any other person authorized in that behalf by the said person in charge, and conveyed to and received and detained in such asylum:

Provided that in the case of a lunatic not being a criminal lunatic or a lunatic in respect of whom a reception order has been made under section 12, the power to re-take such escaped lunatic under this section shall be exercisable only for a period of one month from the date of his escape.

[1]Subs. by Act 38 of 1920, s. and Sch. I.

[2]Subs. by the A.O. 1950 for "Provincial Govt."

[3]Subs by the A.O. 1937 for "any saylun established by Government"

[4]Subs. by the A.O. 1950 for "province".

[5]Subs. by Act 11 of 1923, s 2. and Sch. I, for "confinement".

[6]Ins by Act 33 of 1923, s. 5.

[7]Subs. by Act 38 of 1920, s. 2 and Sch. I for "in British India".

PART III.

Judicial Inquisition as to Lunacy.

CHAPTER IV.

PROCEEDINGS IN LUNACY IN PRESIDENCY-TOWNS.

Inquisition.

37. Jurisdiction in lunacy in Presidency-towns.—The Courts having jurisdiction under this Chapter shall be the High Courts of Judicature at Fort William, Madras and Bombay.

38. Court may order inquisition as to persons alleged to be insane.—(1) The Court may upon application by order direct an inquisition whether a person subject to the jurisdiction of the Court who is alleged to be lunatic, is of unsound mind and incapable of managing himself and his affairs.

(2) Such order may also contain directions for inquiries concerning the nature of the property belonging to the alleged lunatic, the persons who are his relatives, the time during which he has been of unsound mind, or such other matters as to the Court may seem proper.

39. Application by whom to be made.—Application for such inquisition may be made by any relative of the alleged lunatic, or by the Advocate-General.

40. Notice of time and place of inquisition.—(1) Notice shall be given to the alleged lunatic of the time and place at which it is proposed to hold the inquisition.

(2) If it appears that personal service on the alleged lunatic would be ineffectual, the Court may direct such substituted service of the notice as it thinks fit.

(3) The Court may also direct a copy of such notice to be served upon any relative of the alleged lunatic and upon any other person to whom in the opinion of the Court notice of the application should be given.

41. Powers of court in respect of attendance and examination of lunatic.—(1) The Court may require the alleged lunatic to attend at such convenient time and place as it may appoint for the purpose of being personally examined by the Court, or by any person from whom the Court may desire to have a report of the mental capacity and condition of such alleged lunatic.

(2) The Court may likewise make an order authorising any person or persons therein named to have access to the alleged lunatic for the purpose of a personal examination.

42. Rules respecting attendance and examination of females alleged to be lunatic.—The attendance and examination of the alleged lunatic under the provisions of section 41 shall, if the alleged lunatic be a woman who, according to the manners and customs of the country, ought not to be compelled to appear in public, be regulated by the law and practice for the examination of such persons in other civil cases.

43. Power to direct District Court to make inquisition in certain cases.—(1) If the alleged lunatic is not within the local limits of the jurisdiction of the Court, and the inquisition cannot conveniently be made in the manner hereinbefore provided, the Court may direct the inquisition to be made before the District Court within whose local jurisdiction the alleged lunatic may be; and such District Court shall accordingly proceed to make such inquisition in the same manner as if the alleged lunatic were subject to its jurisdiction, and shall certify its finding upon the matters of inquisition to the Court directing the inquisition.

(2) The record of evidence taken upon the inquisition shall be transmitted, together with any remarks the Court may think fit to make thereon, to the Court by which the inquisition was directed.

44. Amendment of finding of District Court if defective or insufficient in form.—If the finding of the District Court appears to the Court directing the inquisition to be defective or insufficient in point of form, it may either amend the same or refer it back to the Court which made the inquisition to be amended.

45. Proceedings on finding of Court.—The finding of the Court on the inquisition or the finding of the District Court to which the inquisition may have been referred under the provisions of section 43 with such amendments as may be made under the provisions of section 44, as the case may be, shall have the same effect, and be proceeded on the same manner in regard to the appointment of a guardian of the person and a manager of the estate of the lunatic as the findings referred to in section 12 of the [1]Lunacy (Supreme Courts) Act, 1858 (XXXIV of 1858) immediately before the commencement of this Act.

Judicial powers over person and estate of lunatic.

46. Custody of lunatics and management of their estates.—(1) The Court may make orders for the custody of lunatics so found by inquisition and the management of their estates.

(2) When upon the inquisition it is specially found that the person to whom the inquisition relates is of unsound mind so as to be incapable of managing his affairs, but that he is

[1]Rep. by the Indian Lunacy Act, 1912 (4 of 1912).

capable of managing himself, and is not dangerous to himself or to others, the Court may make such orders at it thinks fit for the management of the estate of the lunatic including proper provision for the maintenance of the lunatic and of such members of his family as are dependent on him for maintenance, but it shall not be necessary to make any order as to the custody of the person of the lunatic.

47. Powers of manager in respect of management of lunatic's estate.—The Court, on the appointment of a manager of the estate of a lunatic, may direct by the order of appointment, or by any subsequent order, that such manager shall have such powers for the management of the estate as to the Court may seem necessary and proper, reference being had to the nature of the property, whether moveable or immovable of which the estate may consist:

Provided that no manager so appointed shall without the permission of the Court—

(a) mortgage, charge or transfer by sale, gift, exchange or otherwise, any immovable property of the lunatic ; or

(b) lease any such property for a term exceeding five years. Such permission may be granted subject to any condition or restriction which the Court thinks fit to impose.

48. Power to make order concerning any matter connected with the lunacy.—The Court may, on application made to it by petition concerning any matter whatsoever connected with the lunatic or his estate, make such order, subject to the provisions of this Chapter, respecting the application, as in the circumstances it thinks fit.

Management and administration.

49. Power to dispose of lunatic's property for certain purposes.—The Court may, if it appears to be just or for the lunatic's benefit, order that any property, moveable or immoveable, of the lunatic, and whether in possession, reversion remainder, or contingency, be sold, charged, mortgaged, dealt with or otherwise disposed of as may seem most expedient for the purpose of raising or securing or repaying with or without interest money to be applied or which has been applied to all or any of the following purposes, namely—

(1) the payment of the lunatic's debts or engagements:

(2) the discharge of any encumbrance on his property;

(3) the payment of any debt or expenditure incurred for the lunatic's maintenance or otherwise for his benefit;

(4) the payment of or provision for the expenses of his future maintenance and the maintenance of such members of his family as are dependent on him for

maintenance, including the expenses of his removal to Europe, if he shall be so removed, and all expenses incidental thereto;

(5) the payment of the costs of any inquiry under this Chapter, and of any costs incurred by order or under the authority of the Court.

50. Execution of conveyances and powers by manager under order of Court.—(1) The manager of the lunatic's estate shall, in the name and on behalf of the lunatic, execute all such conveyances and instruments of transfer relative to any sale, mortgage or other disposition of his estate as the Court may order.

(2) Such manager shall, in like manner, under the order of the Court, exercise all powers whatsoever vested in a lunatic, whether the same are vested in him for his own benefit or in the character of trustee or guardian.

51. Court may order performance of contract.—Where a person, having contracted to sell or otherwise dispose of his estate or any part thereof, afterwards becomes lunatic, the Court may, if the contract is such as the Court thinks ought to be performed, direct the manager of the estate to execute such conveyances and to do such other acts in fulfilment of the contract as it shall think proper.

52. Dissolution and disposal of property of partnership on a member becoming lunatic.—(1) Where a person, being a member of a partnership firm, is found to be a lunatic, the Court may, on the application of the other partners, or of any person who appears to the Court to be entitled to require the same, dissolve the partnership.

(2) Upon such dissolution or upon a dissolution by decree of Court or otherwise by due course of law, the manager of the estate may, in the name and on behalf of the lunatic, join with the other partners in disposing of the partnership property upon such terms, and shall do all such acts for carrying into effect the dissolution of the partnership, as the Court shall think proper.

53. Disposal of business premises.—Where a lunatic has been engaged in business, the Court may, if it appears to be for the lunatic's benefit that the business premises should be disposed of, order to manager of the estate to sell and dispose of the same, and the moneys arising from such sale shall be applied in such manner as the Court may direct.

54. Manager may dispose of lease.—Where a lunatic is entitled to a lease or under-lease, and it appears to be for the benefit of his estate that it should be disposed of, the manager of the estate may, by order of the Court, surrender, assign or otherwise dispose of the same to such person for such valuable or nominal consideration, and upon such terms, as the Court thinks fit.

55. Assumption of charge by Court of Wards of land belonging to a lunatic in certain cases.—If a lunatic is possessed of any immovable property situate beyond the local limits of the jurisdiction of the Court which, by the law in in force in the [1][state] wherein such property is situated, subjects the proprietor, if disqualified, to the jurisdiction of the Court of Wards, the said Court of Wards may assume the charge of such property and manage the same according to the law for the time being in force for such management:

Provided that—

(1) in such case no further proceedings in respect of the lunacy shall be taken under any such law, nor shall it be competent to the Court of Wards or to any Collector to appoint a guardian of the person of the said lunatic or a manager of the estate except of the immovable property which so subjects the proprietor as aforesaid:

(2) the surplus of the income of such property, after providing for the payment of the Government revenue and expenses of management, shall be disposed of from time to time in such manner as the High Court may direct:

(3) nothing contained in this section shall affect the powers given to the High Court by sections 49, 50 and 51 or (except so far as relates to the management of the said immovable property which so subjects the proprietor as aforesaid) the powers given by any other section.

56. Power to apply property for lunatic's maintenance without appointing manager in certain cases.—(1) If it appears to the Court, having regard to the situation and condition in life of the lunatic and his family and the other circumstances of the case, to be expedient that his property should be made available for his or their maintenance in a direct and inexpensive manner it may, instead of appointing a manager of the estate, order that the property if money or if of any other description the produce thereof, when realized, be paid to such person as the Court may think fit, to be applied for the purpose aforesaid.

(2) The receipt of the person so appointed shall be valid discharge to any person who pays any money or delivers any property of the lunatic to such person.

Vesting orders

57. Power to order transfer of stock belonging to lunatic in certain cases.—Where any stock or Government securities or any share in a company (transferable within [2][India] or the dividends of which are payable there) is or are standing in the name of, or vested in, a lunatic beneficially entitled thereto, or in a manager of the estate of a lunatic, or in, a trustee for him, and the manager dies intestate, or himself

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[1]Subs. by the A.O. 1950 for province".
[2]Subs. by Act 3 of 1951, s. 3 and Sch. for "the States".

becomes lunatic, or is out of the jurisdiction of the Court, or it is uncertain whether the manager is living or dead, or he neglects or refuses to transfer the stock, securities or shares, or to receive and pay over thereof the dividends to a new manager or as the Court directs, within fourteen days after being required by the Court to do so, then the Court may order some fit person to make such transfer, or to transfer the same, and to receive and pay over the dividends in such manner as the Court directs.

58. Power to order transfer of stock of lunatic residing out of India and the United Kingdom.—Where any such stock or Government securities or share in a company is or are standing in the name of, or vested in, any person residing out of [1] [India] and not in any part of the United Kingdom, the Court upon being satisfied that such person has been declared lunatic, and that his personal estate has been vested in a person appointed for the management thereof, according to the law of the place where he is residing, may order some fit person to make such transfer of the stock, securities or shares, or of any part thereof, to or into the name of the person so appointed or otherwise, and also to receive and pay over the dividends and proceeds as the Court thinks fit.

General.

59. Power to apply property for lunatic's maintenance in case of temporary lunacy.—If it appears to the Court that the unsoundness of mind of a lunatic is in its nature temporary, and that it is expedient to make temporary provision for his maintenance or for the maintenance of such members of his family as are dependent on him for their maintenance, the Court may, in like manner as under section 56, direct his property or a sufficient part of it to be applied for the purpose aforesaid.

60. Proceedings in lunacy to cease or to be set aside if Court finds that the unsoundness of mind has ceased.—(1) When any person has been found under this Chapter to be of unsound mind, and it is subsequently shown to the Court that there is reason to believe that such unsoundness of mind has ceased, the Court may make an order for inquiring whether such person is still of unsound mind and incapable of managing himself and his affairs.

(2) The inquiry shall be conducted as far as may be in the manner prescribed in this Chapter for an inquisition into the unsoundness of mind of an alleged lunatic: and if it is found that the unsoundness of mind has ceased, the Court shall order all proceedings in the lunacy to cease or to be set aside on such terms and conditions as to the Court may seem fit.

61. Power of Court to make rules.—The Court may, from time to time, make rules for the purpose of carrying into effect the provisions of this Chapter in matters of lunacy.

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[1]Subs. by Act 3 of 1951, s. 3 and Sch. for "the States".

CHAPTER V.

PROCEEDINGS IN LUNACY OUTSIDE PRESIDENCY-TOWNS

Inquisition

62. Power of District Court to institute inquisition as to person alleged to be lunatic.—Whenever any person not subject to the jurisdiction of any of the Courts mentioned in section 37 is possessed of property and is alleged to be a lunatic, the District Court, within whose jurisdiction such person is residing may, upon application, by order direct an inquisition for the purpose of ascertaining whether such person is of unsound mind and incapable of managing himself and his affairs.

63. Application by whom to be made.—(1) Application for such inquisition may be made by any relative of the alleged lunatic or by any public Curator appointed under the [1]Succession (Property Protection) Act, 1841 (XIX of 1841) (hereinafter referred to as the Curator), or by the Government Pleader, as defined in the Code of Civil Procedure, 1908 (V of 1908), or if the property of the alleged lunatic consists in whole or in part of land or any interest in land, by the Collector of the district in which it is situate.

(2) If the property or any part thereof is of such a description that it would by the law in force in any [2][State] where such property is situate subject the proprietor, if disqualified, to the jurisdiction of the Court of Wards, the application may be made by the Collector on behalf of the Court of Wards.

64. Regulation of proceedings of District Courts.—The provisions of sections 40, 41 and 42 shall regulate the proceedings of the District Court with regard to the matters to which they relate.

65. Inquisition by District Court and finding thereon.—(1) The District Court, if it thinks fit, may appoint two or more persons to act as assessors to the Court in the said inquisition.

(2) Upon the completion of the inquisition, the Court shall determine whether the alleged lunatic is of unsound mind and incapable of managing himself and his affairs or may come to a special finding that such alleged lunatic is of unsound mind so as to be incapable of managing his affairs, but that he is capable of managing himself and is not dangerous to himself or to others.

66. Inquisition by subordinate Court on commission issued by District Court and proceedings thereon.—(1) If the alleged lunatic resides at a distance of more than fifty

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[1]*See* now the Indian Succession Act, 1925 (39 of 1925).

[2]Subs. by the A.O. 1950 for "Province".

miles from the place where the District Court is held to which the application is made, the said Court may issue a commission to any subordinate Court to make the inquisition, and such subordinate Court shall thereupon conduct the inquisition in the manner hereinbefore provided in this Chapter

(2) On the completion of the inquisition the subordinate Court shall transmit the record of its proceedings with the opinions of the assessors if assessors have been appointed, and its own opinion on the case; and the District Court shall thereupon proceed to dispose of the application in the manner provided in section 65, sub-section (2);

Provided that the District Court may direct the subordinate Court to make such further or other inquiries as it thinks fit before disposing of the application.

Judicial powers over person and estate of lunatic.

67. Custody of lunatics and management of their estates.—(1) The Court may make orders for the custody of lunatics so found by inquisition and the management of their estates.

(2) When upon the inquisition it is specially found that the person to whom the inquisition relates is of unsound mind so as to be incapable of managing his affairs, but that he is capable of managing himself and is not dangerous to himself or to others, the Court may make such orders as it thinks fit for the management of the estate of the lunatic including proper provisions for the maintenance of the lunatic and of such members of his family as are dependent on him for maintenance, but it shall not be necessary to make any order as to the custody of the person of the lunatic.

68. Court of Wards to be authorised in certain cases to take charge of estate of lunatic.—If the estate of a lunatic so found or any part thereof consists of property which, by the law for the time being in force, subjects the proprietor, if disqualified, to the jurisdiction of the Court of Wards, the Court of Wards shall be authorised to take charge of the same.

69. Power to direct Collector to take charge of person and estate of lunatic in certain cases.—(1) If the estate of a lunatic so found consists in whole or in part of land or any interest in land, but is not of such a nature that it would subject the proprietor, if disqualified, to the jurisdiction of the Court of Wards, the District Court may direct the Collector to take charge of the person and estate of the lunatic:

Provided that no such order shall be made without the consent of the Collector previously obtained.

(2) The Collector shall thereupon appoint a manager of the estate, and may appoint a guardian of the person of the lunatic.

70. Control over proceedings of Collector.—All proceedings of the Collector in regard to the person or estate of a lunatic under this Chapter shall be subject to the control of the [1][State Government] or of such authority as it may appoint in this behalf.

71. Power of District Court to appoint guardian and manager and take security from manager.—(1) In all other cases the District Court shall appoint a manager of the estate of the lunatic and may appoint a guardian of his person:

Provided that a District Court may, instead of appointing a manager of the estate of a lunatic, exercise any of the powers conferred on the High Court under sections 56 and 59.

(2) Any person who has been appointed by the District Court or Collector to manage the estate of a lunatic shall, if so required, enter into a bond in such form and with such sureties as to the Court or the Collector, as the case may be, may seem fit, engaging duly to account for what he may receive in respect of the property of the lunatic.

72. Restriction on appointment of legal heir of lunatic to be guardian of his person.—The legal heir of a lunatic shall not be appointed to be the guardian of the person of such lunatic unless the Court or the Collector, as the case may be, for reasons to be recorded in writing, considers that such an appointment is for the benefit of the lunatic.

73. Remuneration of managers and guardians.—A guardian of the person of a lunatic or a manager of his estate appointed under this Chapter shall be paid such allowance, if any, as the Court or the Collector, as the case may be, thinks fit for his care and pains in the execution of his duties.

74. Duties of guardian.—(1) The person appointed to be guardian of a lunatic's person shall have the care of his person and maintenance.

(2) When a distinct guardian is appointed, the manager shall pay to the guardian such allowance as may be fixed by the District Court or the Collector, as the case may be, for the maintenance of the lunatic and such members of his family as are dependent on him for their maintenance.

75. Powers of manager.—(1) Every manager of the estate of a lunatic appointed as aforesaid may exercise the same powers in the management of the estate as might have been exercised by the proprietor if not a lunatic, and may collect and pay all just claims, debts and liabilities due to or by the estate of the lunatic:

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[1]Subs. by the A.O. 1950 for "Provincial Govt."

Provided that no manager so appointed shall without the permission of the Court—

(a) mortgage, charge, or transfer by sale, gift, exchange or otherwise any immovable property of the lunatic,

(b) lease any such property for a term exceeding five years.

Such permission may be granted subject to any condition or restriction which the Court thinks fit to impose.

(2) Before granting any such permission, the Court may cause notice of the application for such permission to be served on any relative or friend of the lunatic, and may make or cause to be made such inquiries as to the Court may seem necessary in the interests of the lunatic.

76. Manager to furnish inventory and annual accounts. (1) Every person appointed by the District Court or by the Collector to be manager of the estate of a lunatic shall, within six months from the date of his appointment, deliver in Court or to Collector, as the case may be, an inventory of the immovable property belonging to the lunatic and of all such money, or other movable property, as he may receive on account of the estate, together with a statement of all debts due by or to the same.

(2) Every such manager shall also furnish to the Court or to the Collector annually, within three months of the close of the year of the era current in the district, an account of the property in his charge, exhibiting the sums received and disbursed on account of the estate and the balance remaining in his hands.

77. Proceeding if accuracy of inventory or accounts is impugned.—If any relative of the lunatic, or the Collector by petition to the Court, impugns the accuracy of the said inventory and statement, or of any annual account, the Court may summon the manager and inquire summarily into the matter and make such order thereon as it thinks fit; or the Court, at its discretion, may refer any such petition to any subordinate Court or to the Collector if the manager was appointed by the Collector.

78. Payment into public treasury and investment of proceeds of estate.—All sums received by a manager on account of any estate in excess of what may be required for the current expenses of the lunatic or of the estate, shall be paid into the public treasury on account of the estate and shall be invested from time to time in any of the securities specified in section 20 of the Indian Trusts Act, 1882, (II of 1882), unless the Court or the Collector, as the case may be, for reasons to be recorded in writing, directs that such sums be in the interest of the lunatic otherwise invested or applied.

79. Relative may sue for an account.—Any relative of a lunatic may with the leave of the District Court sue for an account from any manager appointed under this Chapter, or from any such person after his removal from office or trust, or from his legal representative in case of his death, in respect of any estate then or formerly under his care or management or of any sums of money or other property received by him on account of such estate.

80. Removal of managers and guardians.—(1) The District Court, for any sufficient cause, may remove any manager appointed by it not being the Curator, and may appoint such Curator or any other fit person in his place, and may compel the person so removed to make over the property in his hands to his successor, and to account to such successor for all money received or disbursed by him.

(2) The Court may also for any sufficient cause, remove any guardian of the person of the lunatic appointed by it, and may appoint any other fit person in his place.

(3) The Collector, for any sufficient cause, may remove any manager of the estate of a lunatic or guardian of the person of a lunatic appointed by him, and may appoint any other fit person in place of such manager or guardian; and the District Court, on the application of the Collector, may compel any manager removed under this section to make over the property and all accounts in his hands to his successor and to account such successor for all money received or disbursed by him.

81. Penalty on manager for refusing to deliver accounts or property.—The District Court may impose a fine not exceeding five hundred rupees on any manager of the estate of a lunatic who wilfully neglects or refuses to deliver his accounts or any property in his hands within the time fixed by the Court, and may realize such fine as if it were a sum due under a decree of the Court, and may also commit the recusant to the civil jail until he delivers such accounts or property.

82. Proceedings in lunacy to cease or to be set aside if Court finds that the unsoundness of mind has ceased.—(1) When any person has been found under this Chapter to be of unsound mind, and it is subsequently shown to the District Court that there is reason to believe that such unsoundness of mind has ceased, such Court may make an order for inquiring whether such person is still of unsound mind and incapable of managing himself and his affairs.

(2) The inquiry shall, as far as may be, be conducted in the same manner as is prescribed in this Chapter for an inquisition into the unsoundness of mind of an alleged lunatic, and if it is found that the unsoundness of mind has ceased, the Court shall order all proceedings in the lunacy to cease or to be set aside on such terms and conditions as to the Court may seem fit.

83. Appeals.—An appeal shall lie to the High Court from any order made by a District Court, under this Chapter.

PART IV.

Miscellaneous

CHAPTER VI.

ESTABLISHMENT OF ASYLUMS

84. State Government may establish or license the establishment of asylums.—The [1][State Government] may establish or license the establishment of asylums at such places as it thinks fit [1][if it is satisfied that provision has been or will be made for the curative treatment therein of persons suffering from mental diseases.]

[2][**84-A. Power to cancel license if provision for curative treatment is insufficient.**—If in any licensed asylum no provision for curative treatment has been made, or the [1][State Government] considers that the provision made is insufficient, the [1][State Government] may require the person in charge of the asylum to take such measures for making or supplementing such provision as it may deem necessary and, if such person does not comply with the requisition within a reasonable time, the [1][State Government] may revoke the licence.]

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[1]Subs. by the A.O. 1950 for "Provincial Govt."

[2]Added by Act 6 of 1922, s. 3.

[3]Ins. by s. 4, *ibid.*

[1][**85. Provision for admission of lunatics in asylums outside a State.**—The Magistrates or Courts exercising jurisdiction in any [2][State] may send lunatics or any class of lunatics to any asylum situated in any other [2][State] in accordance with any general or special order of the [3][State Government] made in that behalf with the consent of the [3][State Government] of such other [2][State].]

CHAPTER VII.

EXPENSES OF LUNATICS

86. Payment of cost of maintenance in licensed asylums in certain cases by Government.—(1) When any lunatic is admitted to a licensed asylum under a reception order or an order under section 25, and no engagement has been taken from the friends or relatives of the lunatic or order made by the Court for the payment of expenses under the provisions of this Act, the cost of maintenance of such lunatic shall, subject to the provision of any law for the time being in force, be paid by the Government to the person in charge of such asylum.

(2) The paymaster of the military circle within which any asylum is situated shall pay to the officer in charge of such asylum the cost of maintenance of every lunatic received and detained therein under an order made under section 12.

87. Application of property in the possession of a lunatic found wandering.—Any money in the possession of a lunatic found wandering at large may be applied by the Magistrate towards the payment of the cost of maintenance of the lunatic or of any other expenses incurred on his behalf, and any movable property found on the person of the lunatic may be sold by the Magistrate, and the proceeds thereof similarly applied.

88. Application to Civil Court for order for the payment of cost of maintenance out of the lunatic's estate, or by person bound to maintain him.—If a lunatic detained in an asylum on a reception order made under section 14, section 15 or section 17 has an estate applicable to his maintenance, or if any person legally bound to maintain such lunatic has the means to maintain him, the authority which made the reception order or any local authority liable for the cost of

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[1]Subs. by Act 38 of 1920, s. 2 and Sch. I.

[2]Subs. by the A.O. 1950 for "Province".

[3]Subs. by the A.O. 1950 for "Provincial Govt."

maintenance of such lunatic under any law for the time being in force may apply to the High Court or District Court within the local limits of the original jurisdiction of which the estate of the lunatic is situate or the person legally bound to maintain him resides, for an order for the payment of the cost of maintenance of the lunatic.

89. Order of Court and enforcement thereof.—(1) The Court shall inquire into the matter in a summary way, and on being satisfied that such lunatic has an estate applicable to his maintenance, or that any person is legally bound to maintain and has the means of maintaining such lunatic may make an order for the recovery of the cost of maintenance of such lunatic, together with the costs of the application out of such estate or from such person

(2) Such order shall be enforced in the same manner, and shall be of the same force and effect and subject to the same appeal as a decree made by the said Court in a suit in respect of the property or person therein mentioned

[1][**89-A. Fixation of cost of maintenance.**—(1) In computing the amount payable on account of the cost of maintenance of lunatics detained in any asylum for the cost of whose maintenance any [2][State Government] is liable, charges may be included on account of the upkeep of the asylum and of the capital cost of establishment thereof

(2) In the case of any such lunatic under detention immediately before the [3] commencement of part III of the Government of India Act, 1935 (26 Geo 5, c 2), the amount payable by any [2][State Government] on account of the cost of his maintenance shall be determined in accordance with any general or special orders of the [4][Central Government] in force immediately before that date and applicable to his case]

[5][**89-B. Incidence of costs of maintenance payable by Government.**—(1) When under the provisions of this Act the cost of the maintenance of a lunatic is payable by the Government, then such cost shall be payable—

(a) in the case of a lunatic not domiciled in [6][India], by the [7][State Government] of the province in which the reception order or the order under section 25, as the case may be, was made, and

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[1]Subs by the A O 1937

[2]Subs by the A O 1950 for Provincial Govt "

[3]1st April, 1937

[4]Subs by the A O 1937 for "G G in C"

[5]Ins by Act 6 of 1922, s 5

[6]Subs. by Act 3 of 1951, s 3 and Sch

(b) in the case of a lunatic domiciled in [1][India], by the [2][State Government] of the state in which the lunatic has last resided for a period of five years before the reception order or the order under section 25, as the case may be, was made; or, if the lunatic has not been resident in any one [3][State] for such period, by the [2][State Government] of the [3][State] in which such order was made.

[4] * * * * * *

90. Saving of liability of relatives to maintain lunatic.—The liability of any relative or person to maintain any lunatic shall not be taken away or affected by any provision contained in this Act.

CHAPTER VIII.

RULES

91. Power of State Government to make rules.—(1) [5] * * The [2][State Government] may make rules for all or any of the following purposes, namely:—

(a) to prescribe forms for any proceeding under this Act other than a proceeding before a High Court.[6] * * * * ;

(b) to prescribe places of detention and regulate the care and treatment of persons detained under section 8 or section 16;

(c) to regulate the [7][detention] care, treatment and discharge of criminal lunatics;

(d) to regulate the management of asylums and the care and custody of the inmates thereof and their transfer from one asylum to another;

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[1]Subs. by Act 3 of 1951, s. 3 and Sch.

[2]Subs. by the A.O. 1950 for "Provincial Govt.".

[3]Subs., *ibid.*, for "province".

[4]Sub-section (2), rep. by the A.O. 1937.

[5]The words "Subject to the control of the G.G.-in-C." rep. by Act 38 of 1920, s. 2 and Sch. I.

[6]The words "for a Part A State" rep. by Act 3 of 1951, s. 3 and Sch.

[7]Subs. by A ct 11 of 1923, s. 2 and Sch. I for "confinemnt".

(e) to regulate the transfer of criminal lunatics to asylums;

(f) to prescribe the procedure to be followed by District Courts and Magistrates before a lunatic is sent to any asylum established by Governmet;

(g) to prescribe [1] [Government asylums] within the *[state] to which lunatics from any area or any class of lunatics shall be sent;

(h) to prescribe conditions subject to which asylums may be licensed;

(i) save as otherwise provided in this Act, generally to carry into effect the provisions of the Act.

(2) In making any rule under the section, the [2] [State Governments] may direct that a breach of it shall be punishable with fine which may extend to fifty rupees.

92. Publication of rules.—All rules made under section 91 shall be published in the [3] [Official Gazette], and shall thereupon have effect as if enacted in this Act.

CHAPTER IX.

SUPPLEMENTAL PROVISIONS.

93. Penalty for improper reception or detention of lunatic.—Any person who—

(a) otherwise than in accordance with the provisions of this Act receives or detains a lunatic or alleged lunatic in an asylum, or

(b) for gain detains two or more lunatics in any place not being an asylum,

shall be punishable with imprisonment which may extend to two years or with fine or with both.

94. Provision as to bonds.—The provisions of Chapter XLII of the Code of Criminal Procedure, 1898 (V of 1898), shall, so far as may be, apply to bonds taken, under this Act.

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[1]Subs. by the A.O. 1937 for "asylums established by Government".

[2]Subs. by the A.O. 1950 for "Provincial Government".

[3]Subs. by the A.O. 1937 for "local Official Gazette".

*Subs. by the A.O. 1950 for "Province".

95. Pension of lunatic payable by Government.—(1) When any sum is payable in respect of pay, pension, gratuity, or other similar allowance to any person [1] [by the Central Government or any [2] [State Government] and the person to whom the sum is payable is certified by a Magistrate to be a lunatic, the Government officer under whose authority such sum would be payable if the payee were not a lunatic may pay so much of the said sum as he thinks fit to the person having charge of the lunatic, and may pay the surplus, if any, or such part thereof as he thinks fit for the maintenance of such members of the lunatic's family as are dependent on him for maintenance.

(2) [3] [The [4] * * * Government concerned] shall be discharged of all liability in respect of any amounts paid in accordance with this section.

96. Use of forms in Schedule.—Subject to any rules, the form set forth in First Schedule, with such variation as the circumstances of each case may require, shall be used for the respective purposes therein mentioned, and if used shall be sufficient.

97. Protection to persons acting under Act.—No suit, prosecution or other legal proceedings shall lie against any person for anything which is in good faith done or intended to be done under this Act.

98. Power to give effect to warrants and orders of certain Courts outside India.—Any officer in charge of an asylum may give effect to any order or warrant for the reception and detention of any lunatic made or issued by any Court or tribunal beyond the limits of [5][India] [6][established or continued by the Central Government].

99. Power to make rules for reception of lunatics received from outside India.—The [2] [State Government] may make rules regulating the procedure for the reception and detention in asylums in [7][The State] of lunatics whose reception and detention are provided for by section 98.

100. Orders under repealed Acts.—(1) In the case of orders made before the commencement of this Act under section 7 of the Indian Lunatic Asylums Act, 1858 (XXXVI

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[1]Subs. by the A.O. 1948 for "by the Secretary of State or any Government in British India".

[2]Subs. by the A.O. 1950 for "Provincial Government".

[3]Subs. by the A.O. 1937 for "The Secretary of State for India in Council".

[4]The words "Secretary of State or, as the case may be, the" rep. by the A.O. 1948.

[5]Subs. by the A.O. 1950 for "the States".

[6]Subs. by Act 36 of 1957, S. 3 and Sch. II for "in the exercise of Jurisdiction Conferred by Government or the Central Government or the Crown Representative or by the Law of Burma".

[7]Subs. by the A.O. 1950 for "the province".

of 1858), for the reception of persons into an asylum, the persons who signed the order shall have all the powers and be subject to the obligations by this Act conferred or imposed upon the petition for a reception order, and the provisions of this Act relating to persons upon whose petition a reception order was made shall apply in the case of a person who has signed an order, under section 7 of the Indian Lunatic Asylums Act, 1858 (XXXVI of 1858), before the commencement of this Act as if the order had been made after the commencement of this Act upon a petition presented by him.

(2) All orders for the detention of lunatics made and all undertakings given under any enactment hereby repealed shall have the same force and effect as if they had been made or given under this Act and by or to the authority empowered thereby in such behalf.

[1]**100A.** [*Ranchi European Mental Hospital.*] *Rep. by the A.O. 1950.*

101. [*Repeal of enactments.*] *Repealed by the Second Repealing and Amending Act, 1914.*

SCHEDULE I.

FORMS.

(See section 96.)

FORM 1.

Application for Reception Order.

(See sections 5 and 6.)

In the matter of A. B. [2], residing at , by occupation , son of ; a person alleged to be a lunatic.

To Presidency Magistrate for [*or* District Magistrate of , *or* Subdivisional Magistrate of *or* Magistrate specially empowered under Act IV of 1912 *or*].

The petition of C. D. [2], residing at , by occupation , son of , in the town of [*or* subdivision of in the district of].

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[1]Rep. by this Act.

[2]Full name, caste and titles.

1. I am [1] years of age.

2. I desire to obtain an order for the reception of A. B. as a lunatic in the asylum of situate at [2].

3. I last saw the said A. B. at on the [3] day of

4. I am the [4] of the said A. B.

[*or if the petitioner is not a relative of the patient state as follows*]

I am not a relative of the said A. B. The reasons why this petition is not presented by a relative are as follows: [*State them.*]

The circumstances under which this petition is presented by me are as follows: [*State them.*]

5. The persons signing the medical certificates which accompany the petition are [5].

6. A statement of particulars relating to the said A. B. accompanies this petition.

7 [*If that is the fact.*] An application for an inquiry into the mental capacity of the said A. B. was made to the on the and a certified copy of the order made on the said petition is annexed hereto. [*Or if that is the fact.*]

No application for an inquiry into the mental capacity of the said A. B. has been made previous to this application.

The petitioner therefore prays that a reception order may be made in accordance with the foregoing statement.

(Sd.) C. D.

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[1]Enter the number of completed years. The petitioner must be at least eighteen or twenty one whichever is the age of majority under the law to which the petitioner is subject.

[2]Insert full description of the name and locality of the asylum or the name, address and description of the person in charge of the asylum.

[3]A day within 14 days before the date of the presentation of the petition is requisite.

[4]Here state the relationship with the patient.

[5]Here state whether either of the persons signing the medical certificates is a relative, partner or assistant of the lunatic or of the petitioner and, if a relative of either, the exact relationship.

The statements contained or referred to in paragraphs are true to my knowledge; the other statements are true to my information and belief.

(Sd.) C. D.

Dated

Statement of particulars.

[*If any of the particulars in this statement is not known, the fact to be so stated.*]

The following is a statement of particulars relating to the said A. B.:—

Name of patient at length.

Sex and age.

Married, single or widowed.

Previous occupation.

Caste and religious belief, as far as known.

Residence at or immediately previous to the date hereof.

Names of any near relatives to the patient who are alive.

Whether this is first attack of lunacy.

Age (if known) on first attack.

When and where previously under care and treatment as a lunatic.

Duration of existing attack.

Supposed cause.

Whether the patient is subject to epilepsy.

Whether suicidal

Whether the patient is known to be suffering from phthisis or any form of tubercular disease.

Whether dangerous to others, and in what way.

Whether any near relative (stating the relationship) has been afflicted with insanity.

Whether the patient is addicted to alcohol, or the use of opium, ganja, charas, bhang, cocaine or other intoxicant.

[The statements contained or referred to in paragraphs are true to my knowledge. The other statements are true to my information and belief.]

[*Signature by person making the statement.*]

FORM 2.

Reception Order on Petition.

(*See sections* 7, 10.)

I, the undersigned E. F., being a Presidency Magistrate of [*or* the District Magistrate of *or* the Subdivisional Magistrate of *or* a Magistrate of the First Class specially empowered by Government to perform the functions of a Magistrate under Act IV of 1912] upon the petition of C. D. of [1] in the matter of A. B., [1] a lunatic, accompanied by the medical certificates of G. H., a medical officer, and of J. K., a medical practitioner [*or* medical officer], under the said Act, hereto annexed, hereby authorise you to receive the said A. B into your asylum. And I declare that I have [*or* have not] personally seen the said A. B. before making this order.

(Sd.) E. F.
(*Designation as above.*)

To [2]

FORM 3.

Medical Certificate

(*See sections* 18, 19.)

In the matter of A. B. of [3] in the town of [*or* the subdivision of in the district of], an alleged lunatic.

I, the undersigned C. D., do hereby certify as follows:—

1. I am a gazetted medical officer [or a [4] medical practitioner declared by Government to be medical officer under Act IV of 1912] a holder of [4] or declared by [6][State Government to be a medical practitioner under Act IV of 1912].

2. On the day of 19 at [5] in the town/village of [*or* the subdivision of in the district of]

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[1]Address and description.

[2]To be addressed to the officer or person in charge of the asylum.

[3]Inser residence of patient.

[4]Insert qualification to practise medicine and surgery registrable in the United Kingdom.

[5]Insert place of examination.

[6]Subs. by the A.O. 1950 for "Provincial Government".

[separately from any other practitioner] [1], I personally examined the said A. B. and came to the conclusion that the said A. B. is a lunatic and a proper person to be taken charge of and detained under care and treatment.

3. I formed this conclusion on the following grounds, viz. :—

(a) Facts indicating insanity observed by myself, viz. :—

(b) Other facts (if any) indicating insanity communicated to me by others, viz .—*Here state the information and from whom.*

(Sd.) C. D.

(*Designation as above.*)

FORM 4

Reception Order in case of Lunatic Soldier.

(*See section* 12)

Whereas it appears to me that A B , a European, subject to the Army Act, who has been declared a lunatic in accordance with the provisions of the military regulations, should be removed to an asylum, I do hereby authorise you to receive the said A B. into your asylum.

(Sd) E. F.

(*Administrative Medical Officer*)

To [2]

FORM 5

Reception Order in case of wandering or dangerous lunatics or lunatics not under proper control or cruelly treated (sent to an asylum established by Government).

(*See sections* 14, 15, 17).

I, C. D. Presidency Magistrate of [*or* Commissioner of Police or] [*or* the

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[1]Omit this where only one certificate is required.

[2]To be addressed to the person in charge of an asylum duly authorised by Government to receive lunatic Europeans subject to the Army Act.

District Magistrate of *or* the Sub-divisional Magistrate of *or* a Magistrate specially empowered by Government under Act IV of 1912], having caused A. B. to be examined by E. F., a Medical Officer under the Indian Lunacy Act, 1912, and being satisfied that A. B. [*describing him*] is a lunatic who was wandering at large [*or* is a person dangerous by reason of lunacy] [*or* is a lunatic not under proper care and control *or* is cruelly treated or neglected by the person having the care or charge of him] and a proper person to be taken charge of and detained under care and treatment, hereby direct you to receive the said A. B. into your asylum.

(Sd.) C. D.

(*Designation as above.*)

Dated the

To the officer in charge of the asylum at

FORM 6.

Same when sent to a licensed asylum.

I, C. D., [*as above down to* "care and treatment"] and being satisfied with the engagement entered into in writing by G. H. of [*here insert address and description*] who has desired that the said A. B. may be sent to the asylum at [*here insert description of asylum and name of the person in charge*] to pay the cost of maintenance of the said A. B., in the said asylum, hereby authorise you to receive the said A. B. into your asylum.

(Sd.) C. D.

(*Designation as above.*)

Dated the

To the person in charge of the asylum at

FORM 7.

Bond on the making over of a lunatic to the care of relative or friend.

(*See sections* 14, 15, 17.)

Whereas A. B., son of , inhabitant of , has been brought up before C. D., a Presidency Magistrate for the town of [*or* Commissioner of Police for] [*or* the District/ Subdivisional Magistrate of , *or* a Magistrate of the First Class specially empowered under Act IV of 1912] and is a lunatic who is believed to be dangerous [*or* deemed to be a lunatic who is not under proper care and control or is cruelly treated or neglected by the person having the charge of him] and whereas I, E. F., son of inhabitant of , have applied to the Magistrate [*or* Commissioner of Police] that the said A. B. may be delivered to my care:

I, E. F., abovenamed hereby bind myself that on the said A. B. being made over to my care, I will have the said A. B. properly taken care of and prevented from doing injury to himself or to others; and in case of my making default therein, I hereby bind myself to forfeit to [1][the Government] [2]* * * , the sum of rupees . .

Dated this day of 19 .

(Sd.) E. F.

(*Where a bond with sureties is to be executed add*)—

We do hereby declare ourselves sureties for the abovenamed E. F. that he will, on the aforesaid A. B. being made over to his care, have the said A. B. properly taken care of and prevented from doing injury to himself or to others; and in case of the said E. F. making default therein, we bind ourselves, jointly and severally, to forfeit to [1][the Government] [2]* * * , the sum of rupees

Dated this day of 19

(*Signature.*)

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[1]Subs. by the A.O. 1950 for "His Majesty the King".

[2]The words "Emperor of India" rep. by the A.O. 1948.

FORM 8.

Bond on the discharge of a lunatic from an asylum on the undertaking of relative or friend to take due care.

(*See section* 33.)

Whereas A. B., son of , inhabitant of , is a lunatic who is now detained in the asylum at under an order made by C. D., a Presidency Magistrate for the town of [*or* Commissioner of Police for] [*or* the District/ Subdivisional Magistrate of , *or* a Magistrate of the first class specially empowered under Act IV of 1912] under section 14 [or section 15] of Act IV of 1912, and whereas I, E. F., son of , inhabitant of , have applied to the said Magistrate [*or* Commissioner of Police] that the said A. B. may be delivered to my care and custody.

I hereby bind myself that on the said A. B being made over to my care and custody, I will have him properly taken care of and prevented from doing injury to himself or to others; and in case of my making default therein, I hereby bind myself to forfeit to [1][the Government] [2] * * * * *, the sum of rupees .

Dated this day of 19 .

(Sd.) E. F.

(Where a bond with sureties is to be executed add)—
We do hereby declare ourselves sureties for the abovenamed E. F. that he will, on the aforesaid A. B. being delivered to his care and custody, have the said A. B. properly taken care of and prevented from doing injury to himself or to others; and in case of the said E. F. making default therein, we bind ourselves, jointly and severally, to forfeit to [1] [the Government] [2] * * * * *, the sum of rupees

Dated this day of 19

(*Signature.*)

SCHEDULE II.

Enactments repealed. Repealed by the Second Repealing and Amending Act, 1914 (17 of 1914).

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[1]Subs. by the A.O. 1950 for "His Majesty the King".

[2]The words "Emperor of India" rep. by the A.O. 1948.

APPENDIX NO. 14

Notification No. 2227Medl., dated the 11th November 1915 (published in the "Calcutta Gazette" of 1915, pt. I, p. 1884).

In exercise of the powers conferred by sub-section (*1*) of section 91 of the Indian Lunacy Act, 1912 (IV of 1912), and in supersession of all previous rules on the subject, the Governor in Council is pleased to make the following rules:—

A—RULES RELATING TO LUNATICS

General

1. The general control of all mental hospitals established by the Government of Bengal is vested in the Surgeon-General with the Government of Bengal.

2. Every application from a voluntary boarder under the proviso to sub-section (*1*) of section 4 of the Indian Lunacy Act, 1912 shall be in Form A annexed to these rules.

3 Every order of detention of a lunatic (or an alleged lunatic) under sections 8, 16 and 23 of the Act shall be in Form B annexed to these rules.

4. The place of detention of lunatics or alleged lunatics detained under the provisions of sections 8, 16 and 23 of the Act shall be—

(a) the Government mental hospital in places where there is such a mental hospital;

(b) the jail, in districts where there is no such mental hospital:

Provided that the jail for juvenile offenders at Alipore shall not be deemed to be a jail for the purposes of this rule.

5. The expenses incurred by way of maintenance, clothing and medicine and escort in respect of an alleged lunatic detained under section 8 shall be deemed to be costs of the inquiry within the meaning of section 10(*1*).

[No. Medl. 2232/6M-32/49, dated 23rd May 1950 and No. Medl. 417C/6M-23/49, dated 2nd September 1950.]

6. Lunatics of the classes mentioned in column 2 of the following table shall be sent from the areas mentioned

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Note.—The Mental Observation Ward, Bhowanipur, shall be used only for purposes of observation.

in column 3 of that table to the mental hospitals mentioned opposite thereto in column 1:—

Mental Hospital.	Classes of lunatics.	Area from which lunatics are to be sent.
1	2	3
1. Mental Observation Ward, Bhowanipur, Calcutta.	All Indian, Anglo-Indian and European lunatics or alleged lunatics detained for observation.	From Calcutta and from the Sadar subdivisions of 24-Parganas and Howrah districts.
2. Inter-State Mental Hospital at Kanke, Ranchi, in the State of Bihar.	All Indian, Anglo-Indian and European lunatics who will pay for stay.	Any part of the State of West Bengal.
3. Indian Mental Hospital at Kanke, Ranchi, in the State of Bihar.	All Indian, Anglo-Indian and European lunatics who will pay for stay or being paupers, will be exempted from payment.	Ditto.

‡[Provided that Indian lunatics who pay for their accommodation and are accustomed to the European mode of life may be sent to the European Mental Hospital at Kanke, Ranchi, subject to the following conditions:—

(a) No Indian lunatic shall be sent to the said European Mental Hospital if there are at the time ten Indian lunatics accommodated in the said hospital who have been sent to the said hospital under this proviso.

(b) If at any time Indian lunatics who have been sent to the said European Mental Hospital under this proviso are being accommodated in the said hospital and it becomes necessary to provide accommodation for European patients in the said hospital such Indian patients or such number thereof as is necessary to provide such accommodation shall be transferred to the Indian Mental Hospital, Ranchi.]

MANAGEMENT

7. The staff of a **mental hospital* shall ordinarily consist of the following persons:—

(*1*) A Superintendent appointed by the †*Provincial Government.*

(*2*) A Deputy Superintendent appointed by the †*Provincial Government.*

(*3*) A matron appointed by the Superintendent with the approval of the Surgeon-General.

*Substituted by Notification No. 1963 Medl., dated the 7th August 1922.
†Substituted, *vide* A. O.
‡Portion indicated was inserted by Notification No. 554 Medl., dated the 7th February 1938.

(*4*) Assistant matrons appointed by the Superintendent.

(*5*) One or more Sub-Assistant Surgeons appointed by the Surgeon-General.

8. The Superintendent shall have direct control and management of the **mental hospital*.

9. The Deputy Superintendent shall assist the Superintendent in the care, treatment and employment of the lunatics, the supervision of the attendants and the general management of the **mental hospital;* and shall, in subordination to the Superintendent, have direct control over the whole establishment. He shall maintain a daily journal and shall record therein all unusual occurrences which have come to his notice during his rounds.

10. The matron shall be directly responsible for the discipline and control of the assistant matrons and the attendants in the Female Division of the **mental hospital*. She shall accompany the Sub-Assistant Surgeon when he visits the Female Division and shall carry out all instructions given by him.

11. The Sub-Assistant Surgeon (or if there be more than one, the senior Sub-Assistant Surgeon) shall have, under the supervision of the Superintendent and the Deputy Superintendent, the medical charge of the sick, and shall be responsible for the cleanliness, management and order of the Hospital Division.

12. No male attendant shall be allowed to enter the Female Division without the permission of the Superintendent. No female attendant shall be allowed to go to the Male Division or have any dealings inside the **mental hospital* with any of the male attendants or male lunatics.

Care and custody

13. On admission of a lunatic his person shall be searched, and, if any weapon or dangerous article is found on him, it shall be taken away from him. The lunatic shall then be washed, clothed in new clean clothing, and then be examined by the Deputy Superintendent, who shall carefully record in his minute book any signs of physical disease and any injuries or wounds from which the lunatic may be suffering.

14. The store-keeper shall enter in his register the clothing and belongings of the lunatic. Such entry shall be signed by the store-keeper and, when the property includes money or valuables, shall be countersigned by the Deputy Superintendent, who shall be responsible for their safe keeping. Property of a perishable nature shall be sold and

*Substituted by Notification No. 1963 Medl., dated the 7th August 1922.

the proceeds thereof shall be placed to the credit of the lunatic. Subject to the provisions of section 87 of the Act and any orders of a Court under section 89, all property detained under this rule will be restored to the lunatic on his discharge.

15. A newly-admitted lunatic shall be segregated for at least fourteen days, until it has been definitely ascertained whether or not he is suffering from any infectious disorder, and in order to admit of his mental condition being properly classified.

16. Every lunatic shall be weighed on admission and thereafter once every month.

17. All lunatics who do not bear any marks or any satisfactory marks of previous vaccination or small-pox shall be vaccinated or re-vaccinated as soon as conveniently may be after admission.

18. Female and juvenile lunatics shall be kept strictly apart from adult male lunatics.

19. No mechanical instrument of restraint shall on any account be used in a **mental hospital*, except under the orders of the Superintendent.

20. No spirituous liquors or intoxicating drugs shall be introduced into a **mental hospital*, except under the orders of the Superintendent.

21. The Superintendent may, at his discretion, permit any lunatic to go outside the **mental hospital* compound for change or exercise.

22. Relatives and friends of lunatics may be permitted to interview them at such hours and for such period as the Superintendent may direct.

23. Petitions from lunatics, to whatever authority addressed, must be forwarded by the Superintendent *†together with his opinion thereon* to such authority if the demands or requests contained in them are of a reasonable nature.

24. Without the permission of the Superintendent no attendant or other member of the staff shall deliver any letter or other article to a lunatic or pass or otherwise despatch any letter or article from any lunatic. No letter intended for a lunatic which is likely to produce or aggravate excitement shall be delivered to a lunatic, but it shall be returned to the writer with an explanatory letter. Letters from lunatics may be forwarded or not, as the Superintendent thinks proper.

***Substituted by Notification No. 1963 Medl., dated the 7th August 1922.**

†Inserted by Notification No. 1693 Medl., dated the 10th November 1917.

25. If a lunatic becomes seriously ill, the Superintendent shall immediately inform his friends or relatives (if known).

26. When a lunatic dies, a report of the death shall be made to the relatives (if known), and also to the authority by whom the lunatic was sent to the **mental hospital,* the lunatic's papers being at the same time returned to that authority.

27. In the event of the sudden death of a lunatic occurring in any **mental hospital,* or of any injury being received by a lunatic which is likely to prove fatal, the Superintendent shall forthwith report the matter to the District Magistrate and to the Surgeon-General.

28. When a lunatic escapes from a **mental hospital,* the Superintendent shall forward a report of the occurrence, with a description of the lunatic to the Magistrate of the district from which the lunatic was sent, or, if he was sent from Calcutta, to the Commissioner of Police, with a request for assistance towards the recapture of the lunatic. The Superintendent shall also send a report to the Surgeon-General and to the Magistrate and the Superintendent of Police of the district in which the **mental hospital* is situated.

29. When any person is discharged from a **mental hospital* under section 31 of the Indian Lunacy Act, 1912, the Superintendent shall send him to the Magistrate of the District in which the **mental hospital* is situated, or to the Commissioner of Police if the **mental hospital* is situated within that officer's jurisdiction. If the person desires to return to his home, the Magistrate or the Commissioner of Police, as the case may be, shall provide him with the means of doing so, the cost being debited to that officer's contingencies.

30. Before discharging a female lunatic, the Superintendent shall request her friends or relatives, if known, to come and take charge of her. If no friend or relative comes, the Superintendent shall send her in charge of a female attendant to her home.

31. On the discharge of a lunatic, all documents received on his admission shall be forwarded to the authority under whose order the lunatic was detained.

32. The following †rates are fixed for the cost of maintenance of lunatics in the **mental hospitals*:—

(A) EUROPEANS

(*1*) *First class* †[Rs. 5-8 per diem].—For this sum separate accommodation shall be provided, if available. Private servants may be provided at an additional charge for wages. The Board of

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***Substituted by Notification No. 1963 Medl., dated the 7th August 1922.**

†Portions indicated amended by Notification No. 1656 Medl., dated the 4th July 1933.

Visitors may, at their discretion in any particular case, raise the total charge for maintenance, inclusive of extra servants to Rs. 250 *per mensem*, subject to the approval of the ‡*Provincial Government*. These charges are exclusive of the cost of wines, tobacco and dietary extras.

(*2*) *Second class* †[Rs. 3-4 per diem].—This charge does not include the cost of special attendance or of wines or other extras.

(*3*) *Third class* †[Rs. 2-2 per diem].—This charge does not include special attendance or extras.

†(*4*) The charge for the maintenance of each lunatic European seaman shall be †[Re. 1-8 per diem].

†(*5*) Lunatics of the second and third classes shall not be entitled to separate accommodation, but each shall be placed, as far as possible, with others of the same class.

†(*6*) For the accommodation of violent or intractable lunatics, the Superintendent shall make such suitable arrangements for the seclusion of the lunatics, or for any other method of keeping them which may be possible, without reference to class or payment.

(B) INDIANS

(*a*) *First class* (including a special attendant) †[Re. 1-10 per diem].

(*b*) *Second class* (separate accommodation but not a special attendant) †[Re. 1-2 per diem].

(*c*) *Third class* †[As. 8 per diem].

**32A. All lunatics shall be required as a part of their treatment to do such work as may be assigned to them under the orders of the Superintendent.

RULES FOR THE GUIDANCE OF MAGISTRATES

33. If any relative of a patient who presents a petition for a reception order to a Magistrate under section 5 of the Indian Lunacy Act, 1912, so desires, the patient may be handed over to such relative pending the completion of the inquiry or the removal of the patient to a **mental hospital*, if the Magistrate is of opinion that this course may be safely pursued.

34. The Magistrate shall make a searching inquiry into the previous history of a person alleged to be a lunatic, with a view to obtain every possible information regarding

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‡Substituted, *vide* A. O.

†Portions indicated amended by Notification No. 1656 Medl., dated the 4th July, 1933.

**Rule 32A inserted by Notification No. 1693 Medl., dated the 10th November, 1917.

*Substituted by Notification No. 1963 Medl,. dated the 7th August 1922.

him, and shall furnish a full and correct history of each case, especially with reference to mode of life, state of health, and cause of insanity, all particulars being entered in the Descriptive Roll in Form C annexed to these rules.

‡34A. *Inquiry as to the domicile of the lunatic.*—A Magistrate or the Commissioner of Police making a reception order under section 14 or 15 of the Act, shall, after ascertaining that accommodation is available, direct the reception of the lunatic into the nearest mental hospital or asylum affording suitable accommodation. He shall, in all cases, make strict enquiry as to the domicile of the lunatic and shall see that entry to that effect is made in the Descriptive Roll or is communicated as soon as possible to the Superintendent of the asylum in which the lunatic is to be admitted.

‡34B. *Procedure to be followed by Magistrate making reception order under sections 5—11 of the Act.*—A Magistrate cannot authorize the admission of a lunatic under sections 5—11 of the Act into an asylum or mental hospital in another province, except under a general or special order of the §*Provincial Government* made in this behalf (section 85 of the Act). In all such cases he shall first satisfy himself that accommodation is available, and that the cost of maintenance will be paid (section 11). In order to secure the earliest possible treatment of the lunatic, action shall be taken as soon as possible, and the Magistrate shall furnish to Government in writing full details as to domicile, reasons for the admission, fees agreed to, etc.

‡34C. *Report to Government in case of lunatics domiciled elsewhere than in the Presidency.*—As soon as it is known that a lunatic, who has been admitted to a mental hospital or asylum in this Presidency, is domiciled elsewhere than in that province, the fact (with details of the case) should be brought to the notice of the §*Provincial Government*, so that action for the removal of the lunatic may, if advisable, be initiated early with the Government of the province of domicile, under section 35 of the Act.

35. The Magistrate shall, if he thinks necessary, occasionally visit an alleged lunatic in company with the medical officer under whose observation the alleged lunatic is placed. Whenever the observations recorded by the medical officer are not sufficiently full, the Magistrate shall examine and record the deposition of that officer.

36. If the alleged lunatic is a female, the Magistrate shall arrange for a female attendant to be in attendance on her during the period of her detention.

37. When a Magistrate has issued a detention order under section 8 or section 16 of the Indian Lunacy Act, 1912, and finds the alleged lunatic to be sane, he shall immediately issue an order of discharge addressed to the officer in charge of the alleged lunatic.

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‡Rules 34A, 34B and 34C inserted by Notification No. 2071 Medl., dated the 10th August, 1923.

§Substituted, *vide* A. O.

38. When a reception order is made upon the application of a relative under section 5, the said relative shall be required to make all arrangements for the transfer of the patient to the **mental hospital*:

Provided that the Magistrate making the order may, in the case of a lunatic who is, in the Magistrate's opinion, dangerous to himself or others, provide a police guard, and if the lunatic is a female attendant shall also accompany her.

39. A certificate of fitness to travel must be furnished by the medical officer who certifies to the insanity of a patient.

40. The Magistrate who despatches a lunatic to a **mental hospital* shall make proper arrangements to ensure that the lunatic is provided with suitable food for his consumption †*and clothing* during the journey to the **mental hospital*.

41. (*1*) The Magistrate shall send the following documents with every lunatic sent to a **mental hospital*:—

(*i*) Reception order.

(*ii*) Certificate by medical officer in Form 3 in Schedule I to Act IV of 1912.

(*iii*) Descriptive Roll in Form C annexed to these rules.

(*iv*) Certificate of fitness to travel.

(*2*) If any document is not received, or if any defect or omission is discovered in any one of them, it shall at once be notified to the officer by whom the lunatic has been sent with a view to the prompt rectification of the error.

42. The Magistrate committing a lunatic to a **mental hospital* shall, at the time of committal, take such steps as may appear to him to be necessary, to procure from those legally bound to maintain the lunatic the cost of keeping him in the **mental hospital*. If necessary, the Magistrate may procure, as provided by section 88 of the Act, an order of the Civil Court for payment of the cost of the lunatic's maintenance whenever such lunatic has an estate applicable to his maintenance or whenever any person is legally bound to maintain and has the means of maintaining such lunatic.

VISITORS

43. A non-official Visitor shall be appointed for a period of three years, and shall be eligible for reappointment on the expiry of his term of office.

44. The Assistant Director of Medical Service, Presidency Brigade, shall at all times have access to patients who belong to Indian Forces and who may be under treatment in a **mental hospital* and he may communicate their wishes to the Superintendent direct.

**Substituted by Notification No. 1963 Medl., dated the 7th August 1922.*
†*Inserted by Notification No. 230 Medl., dated the 1st February 1917.*

45. The monthly inspection by Visitors prescribed by section 29 of the Indian Lunacy Act, 1912, shall be made on such date and at such times as may be specified in a notice issued by the Superintendent.

46. To secure a *quorum* at each monthly inspection by Visitors, the following procedure shall be observed:—

(*a*) The Superintendent shall cause rosters of attendance to be prepared once a quarter and circulated to all Visitors.

(*b*) The Superintendent shall, one week before the date of each inspection, issue notice to those Visitors whose turn it is for duty, and shall also send a postcard to each such Visitor so as to reach him on the day before the said date.

(*c*) If any Visitor who receives such notice is unable for any good reason to attend on the date fixed he shall intimate the fact to the Superintendent who shall select a substitute and give notice to him.

47. It shall be the duty of the Visitors to visit all criminal lunatics from time to time and to record their opinion as to the mental state of all such lunatics.

48. A copy of the remarks made by the Visitors in the book referred to in section 29 of the Indian Lunacy Act, 1912, shall be forwarded by the Superintendent to the Surgeon-General with the Government of Bengal. Visitors' reports on the condition of criminal lunatics shall, as prescribed by section 30 of the Act, be submitted direct to the authority which passed the order of detention.

49. (*1*) In addition to the monthly inspection prescribed by section 29 of the Act, a Visitor may visit and inspect the asylum of which he is a Visitor, or any portion of it, and any lunatic therein at any reasonable hour. At the close of every such visit the Visitor shall record in the Visitors' Book the date and hour of his visit and any remarks or suggestions he may wish to make.

(*2*) The Superintendent shall forward a copy of such record to the Surgeon-General, and shall lay the remarks before the Visitors at the next monthly meeting. A copy of any orders passed by the Surgeon-General on the Visitor's remarks shall be communicated to the Visitor concerned.

50. When the case of a lunatic who has been detained in a **mental hospital* under section 30(*1*) of the Prisoners Act, 1900, and who is, after the expiration of his term of imprisonment or detention, further detained under that Act, is brought before the Visitors with a view to his discharge, it shall be the duty of the Superintendent of the **mental hospital* to furnish in writing, all the information detailed in the Medical History Sheet in Form D annexed to these rules for the information of the said Visitors, together with his own opinion as to the safety of the lunatic or others in the event of his being discharged.

*Substituted by Notification No. 1963 Medl., dated the 7th August 1922

51 No Visitor shall issue any order or instruction to a member of the **mental hospital* staff, nor shall he accept any written communication from an inmate for delivery to any person outside the **mental hospital* or from any such person for delivery to an inmate within the **mental hospital*.

B—RULES RELATING TO CRIMINAL LUNATICS

52. Criminal lunatics in Bengal shall be confined in the **mental hospitals* mentioned in rule 6 above, according to the class of lunatic and the area from which he is sent, therein set forth.

53. When a Magistrate or Court has passed an order under †*section 466(2) or* section 471(*1*) of the Code of Criminal Procedure, 1898, the person in respect of whom such order is passed shall be kept in safe custody in such jail as such Magistrate or Court may order pending his transfer to the **mental hospital* ‡*unless he can be immediately confined in a* *[mental hospital].

§*An order of detention under section 471(1) of the Code of Criminal Procedure, 1898, shall be in the Form F annexed to these rules.*

54. The Court shall, thereupon, if the lunatic is confined in a sub-jail, district jail or central jail, as the case may be, forward two copies of each of the following documents to the District Magistrate and one copy to the Superintendent of the District or Central Jail, as the case may be:—

**(*a*) In the case of an order passed under section 466(*2*) of the Code of Criminal Procedure, 1898—

(1) a copy of the order of detention;

(2) a brief report in regard to the crimes which the accused person is alleged to have committed;

(3) a copy of the deposition of the medical witness;

(4) a descriptive roll in Form C annexed to these rules, or if the lunatic has already been in a Mental Hospital, his medical history sheet in Form D annexed to these rules.

(*b*) In the case of an order passed under section 471(*1*) of the Code of Criminal Procedure, 1898—

(1) a copy of the judgment of the Court;

(2) a copy of the deposition of the medical witness;

(3) a descriptive roll in Form C annexed to these rules, or if the lunatic has already been in a Mental Hospital, his medical history sheet in Form D annexed to these rules.

***Substituted by Notification No. 1963 Medl., dated the 7th August 1922.**
†Inserted by Notification No. 61 Medl., dated the 7th January 1924.
‡Inserted by Notification No. 1693 Medl., dated the 10th November 1917.
§Inserted by Notification No. 1370 Medl., dated the 25th April 1927. For Form (F) see Notification No. 2914 Medl., dated the 26th September 1916, printed *post*, p. 993.
****Clauses (*a*) and (*b*) of rule 54 were substituted by Notification No.16 Medl., dated the 7th January 1924.**

§§In cases where the lunatic is immediately confined in a **mental hospital*, a copy of each of these documents shall be sent to the Superintendent of the **mental hospital*, instead of to the Superintendent of the District or Central Jail.

55. The Descriptive Roll shall be prepared by the Court in consultation, if necessary, with a medical officer and with the assistance of the District Magistrate (or the Commissioner of Police in Calcutta) and the Superintendent of Police.

56. (*1*) The Superintendent of the Jail shall arrange for the ‡*immediate* transfer of the lunatic to the **mental hospital* and shall at once give notice of the transfer to the Superintendent of the **mental hospital*, forwarding to him at the same time a copy of the documents specified in rule 54 †*together with a copy of any remarks in the jail observation book relating to the lunatic*. The District Magistrate §[or the Chief Presidency Magistrate in Calcutta] shall forward to Government one copy of the documents received by him:

** Provided that when the mental hospital has no accommodation the lunatic prisoner may be detained in the jail, and principles II to IX of the principles for disposing of the case of criminal lunatics will be carried out there.

(*2*) If an application has been made under section 475 of the Code of Criminal Procedure, 1898, for the delivery of the lunatic, ‡[the Court or District Magistrate or the Chief Presidency Magistrate in Calcutta shall submit it to the ¶Provincial Government with his opinion:

Provided that if any such applicaion is submitted before any Court subordinate to the District Magistrate or the Chief Presidency Magistrate, the application shall be submitted through the District Magistrate or the Chief Presidency Magistrate, as the case may be, who shall forward it to the ¶Provincial Government with his opinion.]

†56A. When a lunatic prisoner is transferred from a jail to a **mental hospital* under sub-section (*1*) of section 30 of the Prisoners Act, 1900 (III of 1900), the following papers shall at the same time be forwarded—

(*i*) Descriptive Roll in Form C annexed to these rules.

(*ii*) Warrant for detention in prison.

(*iii*) Jail history ticket and medical observations.

(*iv*) Certificate of fitness to travel.

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§§This paragraph of rule 54 was inserted by Notification No. 1693 M dated the 10th November 1917.

*Substituted by Notification No. 1963 Medl., dated the 7th August 1922.

†The words in italics in rule 56(*1*) and the whole of rule 56A were inserted by Notification No. 1693 Medl., dated the 10th November 1917.

‡The word "immediate" in rule 56(*1*) was inserted and the portion in square brackets in rule 56(*2*) was substituted by Notification No. 61 Medl., dated the 7th January 1924.

§The words in square brackets in rule 56(*1*) were inserted by Notification No. 1494 Medl., dated the 7th Jane 1924.

**This proviso to rule 56(*1*) was inserted by Notification No. 196T.—Medl., dated the 28th May 1938.

¶Substituted, *vide* A. O.

57. Where a Magistrate or Court has reason to believe that any person accused of any offence is of unsound mind he shall be remanded to jail for medical observation and shall not at that stage be sent to a **mental hospital.*

57A. [*Omitted by Notification No. 1494Medl., dated the 7th June 1924.*]

58. No lunatic shall be sent to a **mental hospital* from a jail or other place in which he is temporarily confined for safe custody when he is in an unfit state to travel with safety.

59. Every lunatic who is unable to take care of himself or to attend to his personal wants shall be provided with the attendance, clothing and food necessary for his safety and protection and the persons in charge of such lunatics shall take all proper precautions so that they may not suffer from exposure to weather, want of food, neglect of personal cleanliness or any other cause whatever.

60. Every lunatic in transit to a **mental hospital* shall be provided with at least two complete suits of clothing and with an extra blanket so as to admit of these being changed and washed in case of necessity. The persons in charge of the lunatic shall cause all fouled clothes to be immediately changed and cleansed before they are fouled again.

61 Proper provisions for cooking and supplying the food of lunatics in transit shall be made by the officer transmitting them.

62. Every female lunatic sent to or from a **mental hospital* shall be accompanied by a female attendant or relative in addition to the usual police escort.

63. Criminal lunatics shall on admission into the **mental hospital* † . be kept apart from all others in a special enclosure, †*if possible* and shall not be permitted to go beyond the bounds of this enclosure, except by order of the Superintendent or Deputy Superintendent of the **mental hospital*. When the criminal enclosure is full, a criminal lunatic may be temporarily lodged outside the enclosure.

‡Provided that a criminal lunatic whose crime is of a trivial nature and is not an offence affecting the human body, and who does not exhibit any aggressive symptoms may, on the recommendation of the Visitors and under the orders of the **Provincial Government, be transferred to the non-criminal group of lunatics for the purpose of treatment in the **mental hospital*. In such cases he shall continue to be visited by the Visitors once at least in every six months and a report submitted as to the state of his mind as required under section 30 of the Act.

**Substituted by Notification No. 1963 Medl., dated the 7th August 1922.*

†Portions indicated respectively deleted and inserted by Notification No. 1693-Medl., dated the 10th November 1917.

‡The proviso to rule 63 inserted by Notification No. 56T.—Medl., dated the 7th May 1920.

***Substituted, *vide* A. O.*

64. [*Omitted by Notification No. 1693Medl., dated the 10th November 1917.*]

65. When a criminal lunatic confined under the provisions of section 30 of the Prisoners Act, 1900, or of section 471 of the Code of Criminal Procedure, 1898, appears to have recovered his sanity §*and is recommended for discharge or transfer to jail*, his case shall be reported for the orders of the **Provincial Government*. The following papers shall at the same time be forwarded :—

(*1*) Medical History Sheet in Form D annexed to these rules, to be prepared by the Superintendent of the **mental hospital*.

(*2*) An abstract from the **mental hospital* case-book detailing the chief events of the lunatic's history and recorded opinion (with dates) regarding his mental attitude while under observation in the **mental hospital*.

66. When a criminal lunatic admitted into the **mental hospital* under section 466 of the code of Criminal Procedure, 1898, recovers his sanity the Superintendent of the **Mental hospital* shall intimate the fact to the Magistrate before whom or to the Court before which he was charged, in order that such Magistrate or Court may take action under section 467 of that Code to secure the appearance of the recovered lunatic. The Superintendent shall, at the same time, forward to the Magistrate or Court the papers mentioned in rule 65.

67. When a recovered criminal lunatic is transferred from a **mental hospital* to a jail, the Superintendent of the **mental hospital* shall forward to the Superintendent of the Jail a copy of the lunatic's Medical History Sheet, together with §*an extract from the* **mental hospital case-book and* a statement showing the manner in which he has been employed in the **mental hospital* up to the time of the transfer.

68. When a criminal lunatic transferred to a jail has a relapse of insanity, he shall be immediately retransferred to the **mental hospital* in anticipation of the orders of the ***Provincial Government*. With him shall be sent, in addition to the certificate in Form 3 in Schedule I to the Indian Lunacy Act, 1912, an abstract of his Medical History ticket while in jail. The Superintendent of the Jail shall, thereupon, immediately apply to the Inspector-General of Prisons for confirmation of his action by the ***Provincial Government*.

69. When the Visitors of a **mental hospital* intend to recommend that a lunatic confined under section 466 or 471 of the Code of Criminal Procedure 1898, may be made over to the care and custody of a relative or friend, they shall, through the Superintendent communicate with the

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‡Inserted by Notification No. 1693 Medl., dated the 10th November 1917.

**Substituted, *vide* A. O.

*Substituted by Notification No. 1963 Medl., dated the 7th August 1922.

§Inserted by Notification No. 1693 Medl., dated the 10th November 1917.

authorities of the district to which the lunatic belongs, in order to discover whether the patient whose release they intend to recommend has any friend or relative to take charge of him.

Note.—In the event of a lunatic having at any time exhibited a tendency to violence, the Visitors shall satisfy themselves that a sufficient length of time has elapsed since such manifestation to render a recurrence improbable and that the sureties offered are in a position to control the actions of the lunatic, should it recur.

*69A. If any criminal lunatic released under the provisions of sub-section (*1*) of section 475 of the Code of Criminal Procedure, has become unmanageable, the Magistrate shall on the application of the surety cancel the security bond and order the lunatic to be readmitted to the †*mental hospital*. He shall then send the lunatic to the †*mental hospital* with a copy of his order.

70. If it is recommended that a recovered criminal lunatic should be remanded to a jail under section 30(*2*) of the Prisoners Act, 1900, the Superintendent of the †*mental hospital* shall give specific reasons for thinking that this procedure is a safe one, having due regard to the medical history and length of unexpired sentence to run before final release from jail.

71. Every lunatic whose home is situate more than five miles from the †*mental hospital* and who is not in possession of sufficient money for travelling expenses and for his subsistence during the period of journey shall at the time of his discharge be given—

(1) such subsistance allowance as may be sufficient to maintain him until he reaches his home;

(2) if his home is on or near a railway line, a free pass by the class appropriate to his case to the station nearest to his home; and

(3) such money as may be considered necessary for road travelling expences, if the whole or any portion of the journey will be by road.

C—RULES RELATING TO LUNATICS SO FOUND BY INQUISITION.

**72. Lunatics in respect of whom an order for detention in a †*mental hospital* has been made under section 46 or 67 of the Act shall be confined in the †*mental hospitals* mentioned in rule 6 in accordance with the provisions of that rule.

**73. The provisions of rules 34, 39, 40 and 41 shall apply *mutatis mutandis* to the case of lunatic in respect of whom an order of detention in a †*mental hospital* has been made by a district Court. The Court shall obtain and forward with every lunatic a certificate by a Medical Officer as required by rule 41(*n*) and it shall also be responsible for all entries in the descriptive roll.

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*Rule 69A inserted by Notification No 1693Medl, dated the 10th November 1917.

**Rules 72 and 73 inserted by Notification No. 167T., Medl., dated the 23rd September 1916.

†Substituted by Notification No. 1963 Medl., dated the 7th August 192

FORM A.

[*See* section 4(1) and rule 2.]

Application for Reception.

To

THE VISITORS,

————*Lunatic *Mental Hospital.*

Sirs,

I, ————————————————hereby request that you will authorize the Superintendent,———————— **mental hospital*, to receive me into the above named institution as a voluntary boarder under the proviso to sub-section (*1*) of section 4 of the Indian Lunacy Act, 1912.

I hereby engage to pay the cost of my maintenance in the **mental hospital* at the rate of Rs.————————per diem (or I hereby declare that I am destitute and unable to defray the cost of my maintenance).

I beg to remain,
Sirs,
Yours faithfully,

Signature of the applicant.

Address————————————

Date————————————

I hereby certify that I am willing to receive Mr /Mrs /Miss ————————————for treatment as a voluntary boarder in the **mental hospital*. Accommodation for him/her is available.

Superintendent, ————————**Mental Hospital.*

Date————————————

Approved.

(*Signature of Visitor.*)

Date————————

Approved.

(*Signature of Visitor.*)

Date————————

FORM B.

(*See* sections 8, 16, 23 and rule 3.)

Order of detention of a lunatic (or an alleged lunatic).

I, ————————, Presidency Magistrate of———————— (or Commissioner of Police of————————) (or the District Magistrate of————————) (or the Subdivisional Magistrate of————————) (or a Magistrate specially empowered by Government under Act IV of 1912) do hereby direct and authorize you, under section 23 (or section 8) (or section 16) of the Act, to take charge of and detain in your custody (describing him or her) a lunatic (or an alleged lunatic).

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*Substituted by Notification No. 1963 Medl., dated the 7th August 1922.

pending his/her removal to a **mental hospital* (or for a period of ten days from the date hereof pending the conclusion of the inquiry into his-her alleged lunacy).

(*Designation.*)

Dated the————————

Seal.

To the Officer-in-charge of
- ————**Mental Hospital*————
- ————Hospital ————
- ———— Dispensary-- ————
- ———— Jail, Sub Jail or Lock up.

†FORM C.

(*See* rules 34, 41, 54, 55, 56A and 57A)

Descriptive Roll of Lunatics

N.B —The ultimate responsibility for the preparation of the form rests *with the committing officer*, who must see that the requisite information is supplied by the Police and the Medical Officer *without undue delay*

(*If any of the particulars in this statement are not known, the fact should be so stated.*)

Entries to be Made by the Police alone.

Name of patient (in full)	Father's name	Race	Caste	Religion	Sex	Age.	Married or single
1	2	3	4	5	6	7	8

2. Marks whereby the patient may be identified 2
3. Condition of life and previous occupation (if any) 3
4. Place of birth, recent place of abode‡ *or domicile* and length of residence, in each 4.

	Birth place 1	Recent abode. 2
Village		
Police-station		
District		
Length of residence.		

*Substituted by Notification No. 1963 Medl., dated the 7th August, 1922.
†Form C was substituted by Notification No. 565Medl , dated the 24th February, 1919.
‡Inserted by Notification No. 2071 Medl., dated the 10th August, 1923.

5.	Whether homeless or living with relatives*	5.
6.	Duration of existing attack	6.
7.	Whether the present attack is the first attack of insanity or not.	7.
8.	Mode of life, habits, and insane acts (*with dates*), or other reasons for detention†	8.
9.	In the case of a criminal lunatic, the nature of the crime (*with dates*) and the detailed circumstances under which it was committed. The section under which the lunctic was charged and the result of the trial should also be stated in addition to any other particulars.	9.
10.	Supposed exciting casue of present attack.‡	10.
11.	Duration and nature of any previous attack.	11.
12.	Age (if known) at onset of first attack.	12.
13.	Supposed cause of insanity.§	13.
14.	Whether suicidal.	14.
15.	Whether dangerous to others.**	15.
16.	Whether any member of patient's family has been or is affected with insanity.	16.

Signature and designation of ***Police or other Compiling Officer.*

Date.

¶[*Entries to be made by Medical Officer alone.*

1. Period under observation.
2. State of bodily health¶
3. Symptoms exhibited—
   (*a*) Observed by myself.
   (*b*) Observed by others, giving names of informants.
4. Whether subject to epilepsy or any other kind of fits or any other disease.
5. Whether suicidal‡‡
6. Whether dangerous to others‡‡

Signature and designation of Medical Officer

Date.....

*This heading should show the names and addresses of the relatives or persons legally bound to maintain the lunatic (if any), and whether they are able and willing to take charge of him or to bear the cost of his maintenance in the *mental hospital* and, if not, why not.

†A statement of any ascertainable facts which may throw light on his past or present condition is required.

‡Under this heading should be stated whether the lunatic suffered from loss of property, loss of relatives, domestic trouble, or ill-health immediately before the attack.

§State here whether he is addicted to any spirits or drugs, and if so for how long he has been so addicted and what is the quantity habitually taken, also whethr he is a member of any particulr religious or political society.

**Unless the answer is in the negative or "not known" *a detailed statement of this shall invariably be furnished.* Such answers as "possibly," "said to be," "may be," or "yes" only, are prohibited.

***Not below the rank of an Inspector (*vide* Government order 145T.—Medl., dated the 5th June, 1924).

¶The words in square brackets were substituted by Notification No. 2894, Medl., dated the 18th November, 1933.

¶The general health of the patient as well as any abnormality of feature or development should be entered. It is desirable that special mention be made whether the patient is or is not suffering from tubercular disease.

‡‡Unless the answer is in the negative or "not known," a detailed statement of this shall invariably be furnished.

Forwarded to the Superintendent of the Mental Hospital at

Magistrate]

Date.....

FORM D.

(*See* rules 50, 54, 65 and 67.)

*Form of Medical History Sheet to be sent to the *Provincial Government regarding Criminal Lunatic, or to the Superintendent of a Jail on the transfer of a Lunatic.*

Items Nos. 1—13 to be filled in by the Superintendent of the †*Mental Hospital* in which the lunatic has been confined; item No. 14 to be filled in by the Magistrate of the district to which the lunatic belongs

1.	Name and sex ..	
2.	Crime	
3.	Present age ..	
4	Physical health ..	
5.	Probable cause of insanity	
6.	Type of insanity ..	
7.	Duration of insanity, and has it been continuous, giving dates?	
8.	Has he at any time shown aggressive symptoms?	
9.	If so, when and of what kind.	
10	If reported sane, how long since last manifestation of insanity?.	
11.	Is he subject to relapses? If so, give dates	
12.	Is he capable (*a*) of taking care of himself; (*b*) of earning a livelihood?	
13.	How has he been employed while in *Mental Hospital*	
14.	If security is obtainable, its nature and the social position and character of the sureties.	

Superintendent.

*Substituted, *vide* A. O.
†Substituted by Notification No. 1963 Medl., dated the 7th August, 1922

Notification No. 2914Medl., dated the 26th September, 1916 (published in the "Calcutta Gazette" of 1916, Pt. I, p. 1838).

In exercise of the powers conferred by section 91 of the Indian Lunacy Act, 1912 (IV of 1912), and in addition to the rules published under Notification No. 2227Medl., dated the 11th November, 1915, which relates to all lunatics, the Governor in Council is pleased to make the following rules for Leper Lunatics, namely:—

Rules.

1. Rules 6, 7 and 10 of the rules published with Notification No. 2227Medl., dated the 11th November, 1915, shall not apply to leper lunatics and the Insane Ward at Gobra.

2. Leper lunatics from any part of the Presidency of Fort William in Bengal may be received in the said Insane Ward.

3. The Superintendent of the Gobra Leper Asylum and his subordinates shall have the charge and management of the said Ward under the direction of the President.

4. The Superintendent shall also discharge the duties prescribed in the rules referred to in rule 1 for the Deputy Superintendent, there being no Deputy Superintendent in the Gobra Asylum.

5. In addition to the documents prescribed in the rules published with the notification referred to in rule 1, a certificate of leprosy in the annexed Form E shall be sent to the Insane Ward with every leper lunatic.

6. No leper lunatic shall be sent to the Insane Ward at Gobra without determining previously that there is accommodation for him and that the authorities of the Gobra Asylum are willing to admit him.

7. No dangerous leper lunatics shall be sent to the Insane Ward at Gobra except under Government orders. Government orders shall also be taken for the transfer of a leper lunatic from a lunatic asylum to the Insane Ward at Gobra.

FORM E.

CERTIFICATE OF LEPROSY TO BE SENT WITH EVERY LUNATIC.

I, the undersigned (here enter name and official designation) hereby certify that I on the day of at personally examined (here enter name of leper lunatic) and that the said is a leper fit for admission in the Insane Ward of the Leper Asylum at Gobra, and that I have formed this opinion on the following grounds, namely:—

(Here state the grounds.)

Given under my hand this day of 19

(Signature and designation of the Medical Officer.)

‡FORM F.

Order for detention of a Lunatic in an Asylum under Section 471, Criminal Procedure Code.

In the Court of the . .

Whereas (name and residence, etc.), has committed an act which would have constituted an offence under section but for the fact of his having been of unsound mind at the time of its commission, and whereas the said has been acquitted by me under the provisions of section 469 of the Code of Criminal Procedure it is hereby directed that he be removed, under section 471 of the Code of Criminal Procedure, to the Mental Hospital, and that he be there kept in safe custody and under proper treatment, subject to a report on his state of mind by the visitors of the Institution, as required by section 30(*1*) of Act IV of 1912.

(Signature.)

Seal of Court. Dated the 19 .

Notification No. 2259Medl., dated the 16th November, 1915 (published in the "Calcutta Gazette" of 1915, Pt. I, p. 1898).

In exercise of the power conferred by sub-section (7) of section 3 of the Indian Lunacy Act, 1912 (IV of 1912), the Governor in Council is pleased to declare the following medical practitioners to be "medical officers" for the purposes of the said Act, namely :—

Sub-Assistant Surgeons holding medical charge of subdivisions or holding independent charge of any institutions under Government, or of any District Board or Municipality.

2. The Governor in Council is also pleased, in exercise of the power conferred by sub-section (8) of the aforesaid section of the said Act, to declare the following persons to be "medical practitioners" for the purposes of that Act, namely :—

Sub-Assistant Surgeons holding medical charge of subdivisions or holding independent charge of any institutions under Government or any District Board or Municipality.

Notification No. 2913Medl., dated the 26th September, 1916 (published in "Calcutta Gazette" of 4th October 1916, Pt. 1, 1838).

In exercise of the power conferred by section 84 of the Indian Lunacy Act, 1912 (IV of 1912), the Governor in Council is pleased to declare that the Insane Ward at Gobra shall be a mental hospital for the purpose of the said Act.

‡ Form F inserted by Notification No. 1370 Medl., dated the 25th April 1927.

Notification No. 2360Medl., dated the 4th November, 1925 (published in the "Calcutta Gazette" of 1925, Pt. I, p. 1785).

In exercise of the power conferred by section 85 of the Indian Lunacy Act, 1912 (IV of 1912), as amended by Devolution Act (XXXVIII of 1920), the Governor in Council is pleased to direct that Magistrates or Courts exercising jurisdiction in Bengal should henceforth send Indian lunatics to the Indian Mental Hospital at Kanke, Ranchi, in the province of Bihar and Orissa.

2. The Dacca and Berhampur Mental Hospitals have been closed.

Principles on which the Provincial Government will act in disposing of the cases of criminal lunatics confined under section 471(1) and of those sent up for orders under sections 474 and 475 of the Code of Criminal Procedure (Act V of 1898).

I. Medical history or descriptive roll to be called for in every case	1. Final orders should not be issued unless the descriptive roll in Form C, and, if the lunatic is in a mental hospital, the medical history sheet in Form D, attached to the rules made under section 91 of the Indian Lunacy Act, 1912, have been received and considered.
	A—Recovered criminal lunatics.
II. Type—Acute or the earlier stage of chronic mania. Cause—Toxic, etc. Crime—*Murder or other serious offence against person.*	2. If the crime be against the person, the cause *ganja* or other intoxicant, and the type of insanity acute or the earlier stage of chronic mania, a period of five years should be spent in a mental hospital from the date noted in the case-book free from all signs of insanity before any action is taken.
(*a*) Age under 40 years.	(*a*) At the end of that time, if under 40 years of age and in good physical health, he should undergo a period of probation of five years in the mental hospital.
(*b*) Age over 40 years.	(*b*) If over 40 years of age, or in poor physical health, the period of probation in the mental hospital may be shortened, at the discretion of the Superintendent and the Visitors, according to the circumstances of the crime and the nature of security offered.

In any case, security should if possible, be taken on the expiry of his period of probation; and before his final release Government will consult the Superintendent and the Visitors and will generally be guided by their recommendations.

III. Type—Acute or earlier stage of chronic mania.
Cause—Non-toxic, etc.
Crime—*Murder or other serious offence against person.*

3. If the crime be an offence against the person, the type of insanity acute or chronic mania, and the alleged cause not *ganja* or other intoxicant, a period of at least five years of complete freedom from insanity from the date noted in the case-book should be spent in a mental hospital before action is taken.

(*a*) Age under 40 years

(*a*) At the end of that time, if under 40 years of age, and in good physical health, he should undergo a probation of three years in the mental hospital.

(*b*) Age over 40 years.

(*b*) If over 40 years of age or in poor physical health, the period of probation in the mental hospital may be shortened at the discretion of the Superintendent and the Visitors, according to circumstances of health and the nature of the security offered.

Security should, if possible, be taken before his final release, and Government will generally be guided by the recommendations of the Superintendent and the Visitors.

IV. Type—Acute or the earlier stage of chronic mania.
Crime—*Not offence against person, but mental attitude aggressive.*

4 If the crime be not an offence against the person, but the lunatic has at any time exhibited dangerous or violent tendencies and the type of insanity is acute or the earliest stage of chronic mania he should be made to spend a period of at least three years of complete freedom from insanity from the date noted in the case-book and the period of his probation in the mental hospital thereafter may be fixed, at the discretion of the Superintendent and the Visitors in accordance with the kind and degree of violence exhibited.

	In all cases, security should, if possible, be taken before his final release.
V. Type—Mania, acute. Cause—Non-toxic. Crime—*Not offence against the person or, if so, trivial in its nature, mental attitude not aggressive.*	5. If the crime be not an offence against the person and there be no history that the lunatic was at any time aggressive he may generally be treated such as if he were a non-criminal lunatic. The Local Government will generally be guided in such case by the recommendations of the Visitors and of the Superintendent of the mental hospital in which the lunatic has been confined.
VI. Type—Melancholia. Crime—*Murder, grievous hurt, theft, etc.*	6. If the type of the insanity be melancholia, a period of at least six years' complete freedom from insanity should be passed in a mental hospital before action is taken. During the last year of this period the recovered criminal may be allowed access to the bazar under certain regulations.
(*a*) Age under 40 years.	(*a*) If at the end of that period he is still under 40 years of age, he should not be released except on excellent security
(*b*) Age over 40 years.	(*b*) If over 40 years of age, security should, if possible, be obtained.
VII Type—Melancholia. Crime—*Attempted suicide.*	7. If the crime be attempt to commit suicide, and not murder, the type melancholia and if he has not exhibited any violent tendencies while under observation, some relaxation of the rules may be permitted according to circumstances of age, period of detention, etc., on the recommendations of the Superintendent and the Visitors.

B—Unrecovered criminal lunatics.

VIII— (*a*) Type—Irritable chronic mania. (*b*) Type—Chaeromania. Crime—*Murder or other serious offence against person.*	8. If the crime be an offence against the person, the type chronic mania of the irritable aggressive kind, it will seldom be possible to release the lunatic during the continuance of insanity, except in advanced age and on exceptional security.

If the crime be an offence against the person, the type of insanity chronic mania of the amiable kind, a lunatic may be released after passing six to ten years in that condition but only on security.

If below 40 years of age, detention should generally be 10 years; if over 40 years of age, six years may suffice.

IX. Type—Later stage of chronic mania.

Crime—*Not offence against the person, or if so, trivial in its nature; mental attitude not aggressive*

9 If the crime be not an offence against the person, or if an offence against the person of a trivial nature, and the lunatic has never exhibited aggressive symptoms, he may generally be treated much as if he were a non-criminal lunatic, and the Local Government, when dealing with his case under section 474, will be guided chiefly by the recorded opinion of the Superintendent of the Mental Hospital as to the propriety of releasing him and by the recommendations of the Visitors.

(*a*) Type—Chaeromania

(*a*) If his mental attitude be chronic mania, characterised by good humour, cheerfulness and amiability and he is able to earn a livelihood, he may generally be released with or without security.

(*b*) Type—Slight chronic dementia.

(*b*) If it be chronic dementia or imbecility of slight degree, he may be released on similar conditions.

(*c*) Type—Irritable chronic mania or pronounced dementia.

N.B.—Demands do not commit acts of violence.

(*c*) If he be suffering from chronic mania of the irritable mischievous type, or chronic dementia of a more pronounced character, he may still be released, but only on satisfactory security that he will be properly cared for and prevented from doing injury to himself or others.

Exception :

(*d*) Type—Most advanced degree of chronic mania, dementia or imbecility.

(*d*) If the chronic mania be of inveterate type, or the dimentia or imbecility of the last degree, the lunatic can only be safely and humanely treated in an asylum.

Circular No. 2Medl., dated Calcutta, the 8th January 1916.
From—The Hon'ble Mr. J. DONALD, M.A., I.C.S., Secretary to the Government of Bengal, Financial Department,
To—(1) All District Magistrates, (2) All District Judges, (3) Chief Presidency Magistrate, Calcutta.

I am directed to invite your attention to the new rules relating to lunatics framed under sub-section (*1*) of section 91 of the Indian Lunacy Act, 1912 (Act IV of 1912), which was published under notification No. 2227Medl., dated the 11th November 1915, at pages 1884-1897 of Part I of the *Calcutta Gazette* of the 17th idem, and to request that cases of lunatics—criminal and non-criminal—in regard to their care and custody be now dealt with according to these rules.

2. I am at the same time to point out that as clauses (2) and (3) of section 471 of the Code of Criminal Procedure and the words "and shall report the case for the orders of the Local Government" at the end of clause (1) of the same section have been repealed by the Indian Lunacy Act of 1912 and the Repealing and Amending Act, 1914 (Act X of 1914), respectively, a Magistrate or Court is now competent under section 471(*1*) of the Criminal Procedure Code (as it now stands), read with section 24 of the Indian Lunacy Act and Rules 53-56 of the rules framed under section 91(*1*) of the said Act, referred to above, to pass orders for the transfer of a criminal lunatic to a lunatic asylum without reference to Government.

[3. I am to request that all Subdivisional Officers in your district may be informed accordingly.]

Circular No. 12Medl., dated Calcutta, the 31st July 1916.
From—E. N. BLANDY, ESQ., I.C.S., Under Secretary to the Government of Bengal, Financial Department,
To—(1) All District Magistrates, (2) All District Judges, (3) Chief Presidency Magistrate, Calcutta.

I am directed to refer to Circular No. 2Medl., dated the 8th January 1916, in which it was requested that the cases of lunatics, both criminal and non-criminal, should be dealt with in accordance with the new rules framed by Government under section 91(*1*) of the Indian Lunacy Act, 1912.

2. It has been noticed that the local officers have not followed the instructions contained in the new rules in submitting cases of criminal lunatics to Government: for example, lunatics are frequently sent to the asylums without descriptive-roll or other documents which are required to be sent with them under rule 41(*iii*) of the rules.

3. The non-observance of the rules leads to a great deal of unnecessary correspondence and trouble which might easily be avoided. I am now to forward a copy of the rules and to request that they may be strictly followed in dealing with all cases of lunatics in future. [I am also to forward a copy of the rules for communication to each Subdivisional Officer in your district and to request that their special attention may be invited to them.]

I am to add that further copies of the rules cannot be furnished at present.

[ ] For District Magistrates only.

APPENDIX No. 15.

Escort of Female lunatics.

Rules made by the Lieutenant-Governor of Bengal.

G. of B. letter No. 1355 Med. of 31-12-1907.

1 In addition to the usual police escort, a female attendant should accompany any female lunatic who is transferred from a prison to an asylum or from an asylum to a prison, or who is forwarded for release to the custody of her relatives or friends A female attendant should also accompany any recovered female lunatic who is sent up for trial

2 When the Superintendent of a prison has in his charge a female lunatic who is to be transferred to an asylum, he should if he has a female warder whom he can detain for the duty arrange to send this warder with the lunatic, otherwise he should endeavour to secure locally the services of a female attendant

3 If, however, the Superintendent of the prison is unable to detain a female warder or procure the services of a female attendant he should arrange in communication with the Superintendent of the asylum for the latter to send a female keeper who should arrive at the prison by the date on which it is proposed to transfer the female lunatic

APPENDIX No. 16.

Deleted

APPENDIX . 17.

THE FACTORIES ACT, 1948 (63 of 1948) (As modified up to 1st January 1960).

LIST OF AMENDING ACTS AND ADAPTATION ORDER

1. The Repealing and Amending Act, 1949 (40 of 1949).
2. The Adaptation of Laws Order, 1950.
3. The Repealing and Amending Act, 1950 (35 of 1950).
4. The Part B States (Laws) Act, 1951 (3 of 1951).
5. The Factories (Amendment) Act, 1954 (25 of 1954).

LIST OF ABBREVIATIONS

A O. 1950	. .	for Adaption of Laws Order, 1950
Cl.	. .	,, Clause.
Ins.	. .	,, Inserted.
Pp.	. .	,, Pages.
Pt.	. .	,, Part
W.e.f.	. .	,, With effect from.
Rep.	. .	,, Repealed.
S.	. .	,, Section.
Sch.	. .	,, Schedule
Subs.	. .	,, Substituted.

THE FACTORIES ACT, 1948

63 of 1948[1]

[23rd September, 1948]

An Act to consolidate and amend the law regulating labour in factories

Whereas it is expedient to consolidate and amend the law regulating labour in factories,

It is hereby enacted as follows —

CHAPTER I

Preliminary

Short title, extent and commencement.

1 (1) This Act may be called the Factories Act, 1948.

[2][(2) It extends to the whole of India [except the State of Jammu and Kashmir]]

(3) It shall come into force on the 1st day of April, 1949

Interpretation.

2 In this Act, unless there is anything repugnant in the subject or context,—

(a) "adult" means a person who has completed his eighteenth year of age,

(b) "adolescent" means a person who has completed his fifteenth year of age but has not completed his eighteenth year,

[4][(bb) "calendar year" means the period of twelve months beginning with the first day of January in any year,]

(c) "child" means a person who has not completed his fifteenth year of age,

(d) "young person" means a person who is either a child or an adolescent;

(e) "day" means a period of twenty-four hours beginning at midnight,

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[1]For Statement of Objects and Reasons, *see* Gazette of India, 1947, Prt v, pp 580 581, for Report of Select Committee, *see ibid*, 1948, Pt. V, pp. 551-590.

[2]Subs by the A O 1950, for the former sub-section.

[3]Subs. by Act 3 of 1951, s 3 and sch., for "except the States of Hyderabad, Jammu and Kashmir, Mysore and Travancore-Cochin" (w.e.f. 1-4-1951).

[4]Ins. by Act 25 of 1954, s 2.

(f) "week" means a period of seven days beginning at midnight on Saturday night or such other night as may be approved in writing for a particular area by the Chief Inspector of Factories;

(g) "power" means electrical energy, or any other form of energy which is mechanically transmitted and is not generated by human or animal agency;

(h) "prime mover" means any engine, motor or other appliance which generates or otherwise provides power;

(i) "transmission machinery' means any shaft, wheel, drum, pulley, system of pulleys, coupling, clutch, driving belt or other appliance or device by which the motion of a prime mover is transmitted to or received by any machinery or appliance;

(j) "machinery" includes prime movers, transmission machinery and all other appliances whereby power is generated, transformed, transmitted or applied;

(k) "manufacturing process" means any process for—

(i) making, altering, repairing, ornamenting, finishing, packing, oiling, washing, cleaning, breaking up, demolishing, or otherwise treating or adapting any article or substance with a view to its use, sale, transport, delivery or disposal, or

(ii) pumping oil, water or sewage, or

(iii) generating, transforming or transmitting power; or

[1][(iv) composing types for printing, printing by letter press, lithography, photogravure or other similar process or book binding;]

(v) constructing, reconstructing, repairing, refitting, finishing or breaking up ships or vessels;

(l) "worker" means a person employed, directly or through any agency, whether for wages or not, in any manufacturing process, or in cleaning any part of the machinery or premises used for a manufacturing process, or in any other kind of work incidental to, or connected with, the manufacturing process, or the subject of the manufacturing process;

(m) "factory" means any premises including the precincts thereof—

(i) whereon ten or more workers are working, or were working on any day of the preceding twelve months, and in any part of which a manufacturing process is being carried on with the aid of power, or is ordinarily so carried on, or

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[1]Subs. by Act 25 of 1954, s. 2, for the former sub-clause.

(ii) whereon twenty or more workers are working, or were working on any day of the preceding twelve months, and in any part of which a manufacturing process is being carried on without the aid of power, or is ordinarily so carried on,—

but does not include a mine subject to the operation of [1] [the Mines Act, 1952], or a railway running shed;

35 of 1952.

(n) "occupier" of a factory means the person who has ultimate control over the affairs of the factory, and where the said affairs are entrusted to a managing agent, such agent shall be deemed to be the occupier of the factory;

7 of 1913.

(o) "managing agent" has the meaning assigned to it in the Indian Companies Act, 1913[2];

(p) "prescribed" means prescribed by rules made by the [3][State] Government under this Act,

(r) where work of the same kind is carried out by two or more sets of workers working during different periods of the day, each of such sets is called a "relay" and each of such periods is called a "shift".

References to time of day.

3. In this Act references to time of day are references to Indian Standard Time, being five and a half hours ahead of Greenwich Mean Time:

Provided that for any area in which Indian Standard Time is not ordinarily observed the [3][State] Government may make rules—

(a) specifying the area,

(b) defining the local mean time ordinarily observed therein, and

(c) permitting such time to be observed in all or any of the factories situated in the area.

Power to declare different departments to be separate factories or two or more factories to be a single factory.

[4][4. The State Government may, on an application made in this behalf by an occupier, direct, by an order in writing, that for all or any of the purposes of this Act different departments or branches of a factory of the occupier specified in the application shall be treated as separate factories or that two or more factories of the occupier specified in the application shall be treated as a single factory.]

Power to exempt during public emergency.

5. In any case of public emergency the [3][State] Government may, by notification in the Official Gazette, exempt any factory or class or description of factories from all or any of the provisions of this Act [5][except section 67] for such period and subject to such conditions as it may think fit:

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[1]Subs. by Act 25 of 1954, s. 2, for "the Indian Mines Act, 1923 (4 of 1923)"

[2]Now *see* the Companies Act, 1956 (1 of 1956).

[3]Subs by the A.O. 1950, for "Provincial".

[4]Cl. (*q*) omitted, *ibid*

Subs by Act 25 of 1954, s. 3, for the former s. 4.

[5]Ins. by the A.O. 1950.

Provided that no such notification shall be made for a period exceeding three months at a time.

Approval, licensing and registration of factories.

6. (1) The [1][State] Government may make rules—

(a) requiring the previous permission in writing of the [1][State] Government or the Chief Inspector to be obtained for the site on which the factory is to be situated and for the construction or extension of any factory or class or description of factories;

(b) requiring for the purpose of considering applications for such permission the submission of plans and specifications;

(c) prescribing the nature of such plans and specifications and by whom they shall be certified;

(d) requiring the registration and licensing of factories or any class or description of factories, and prescribing the fees payable for such registration and licensing and for the renewal of licences;

(e) requiring that no licence shall be granted or renewed unless the notice specified in section 7 has been given.

(2) If on an application for permission referred to in clause (a) of sub-section (1) accompanied by the plans and specifications required by the rules made under clause (b) of that sub-section, sent to the [1][State] Government or Chief Inspector by registered post, no order is communicated to the applicant within three months from the date on which it is so sent, the permission applied for in the said application shall be deemed to have been granted.

(3) Where a [1][State] Government or a Chief Inspector refuses to grant permission to the site, construction or extension of a factory or to the registration and licensing of a factory, the applicant may within thirty days of the date of such refusal appeal to the Central Government if the decision appealed from was of the [1][State] Government and to the [1][State] Government in any other case.

Explanation.—A factory shall not be deemed to be extended within the meaning of this section by reason only of the replacement of any plant or machinery, or within such limits as may be prescribed, of the addition of any plant or machinery.

Notice by occupier.

7. (1) The occupier shall, at least fifteen days before he begins to occupy or use any premises as a factory, send to the Chief Inspector a written notice containing—

(a) the name and situation of the factory;

(b) the name and address of the occupier;

[2][(bb) the name and address of the owner of the premises or building (including the precincts thereof) referred to in section 93;]

[1]Subs. by the A.O. 1950, for "Provincial".
[2]Ins. by Act 25 of 1954, s 4.

(c) the address to which communications relating to the factory may be sent;

(d) the nature of the manufacturing process—

(i) carried on in the factory during the last twelve months in the case of factories in existence on the date of the commencement of this Act, and

(ii) to be carried on in the factory during the next twelve months in the case of all factories;

(e) the nature and quantity of power to be used;

(f) the name of the manager of the factory for the purposes of this Act;

(g) the number of workers likely to be employed in the factory;

(h) the average number of workers per day employed during the last twelve months in the case of a factory in existence on the date of the commencement of this Act;

(i) such other particulars as may be prescribed.

(2) In respect of all establishments which come within the scope of the Act for the first time, the occupier shall send a written notice to the Chief Inspector containing the particulars specified in sub-section (1) within thirty days from the date of the commencement of this Act.

(3) Before a factory engaged in a manufacturing process which is ordinarily carried on for less than one hundred and eighty working days in the year resumes working, the occupier shall send a written notice to the Chief Inspector containing the particulars specified in sub-section (1) [1][at least thirty days] before the date of the commencement of work.

(4) Whenever a new manager is appointed, the occupier shall send to the [2][Inspector a written notice and to the Chief Inspector a copy thereof] within seven days from the date on which such person takes over charge.

(5) During any period for which no person has been designated as manager of a factory or during which the person designated does not manage the factory, any person found acting as manager, or if no such person is found, the occupier himself, shall be deemed to be the manager of the factory for the purposes of this Act.

CHAPTER II

The Inspecting Staff

Inspectors.

8. (1) The [3][State]Government may, by notification in the Official Gazette, appoint such persons as possess the prescribed qualification to be Inspectors for the purposes of this Act and may assign to them such local limits as it may think fit.

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[1]Subs. by Act 40 of 1949, s. 3 and Sch. II, for "within thirty days".

[2]Subs. by Act 25 of 1954, s. 4, for "Chief Inspector a written notice".

[3]by the A.O. 1950, for "Provincial."

(2) The [1][State] Government may, by notification in the Official Gazette, appoint any person to be a Chief Inspector who shall, in addition to the powers conferred on a Chief Inspector under this Act, exercise the powers of an Inspector, throughout the [1][State].

(3) No person shall be appointed under sub-section (1), sub-section (2) or sub-section (5) or, having been so appointed, shall continue to hold office, who is or becomes directly or indirectly interested in a factory or in any process or business carried on therein or in any patent or machinery connected therewith.

(4) Every District Magistrate shall be an Inspector for his district.

(5) The [1][State] Government may also, by notification as aforesaid, appoint such public officers as it thinks fit to be additional Inspectors for all or any of the purposes of this Act, within such local limits as it may assign to them respectively.

(6) In any area where there are more Inspectors than one, the [1][State] Government may, by notification as aforesaid, declare the powers which such Inspectors shall respectively exercise and the Inspector to whom the prescribed notices are to be sent.

(7) Every Chief Inspector and Inspector shall be deemed to be a public servant within the meaning of the Indian Penal Code, and shall be officially subordinate to such authority as the [1][State] Government may specify in this behalf. 45 of 1860

Power o Inspectors

9. Subject to any rules made in this behalf, an Inspector may, within the local limits for which he is appointed—

(a) enter, with such assistants, being persons in the service of the Government, or any local or other public authority, as he thinks fit, any place which is used, or which he has reason to believe is used, as a factory;

(b) make examination of the premises, plant and machinery, require the production of any prescribed register and any other document relating to the factory, and take on the spot or otherwise statements of any persons which he may consider necessary for carrying out the purposes of this Act;

(c) exercise such other powers as may be prescribed for carrying out the purposes of this Act:

Provided that no person shall be compelled under this section to answer any question or give any evidence tending to incriminate himself.

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[1]Subs. by the A.O. 1950, for "Provincial."

Certifying surgeons.

10. (1) The [1][State] Government may appoint qualified medical practitioners to be certifying surgeons for the purposes of this Act within such local limits or for such factory or class or description of factories as it may assign to them respectively.

(2) A certifying surgeon may, with the approval of the [1][State] Government, authorise any qualified medical practitioner to exercise any of his powers under this Act for such period as the certifying surgeon may specify and subject to such conditions as the [1][State] Government may think fit to impose, and references in this Act to a certifying surgeon shall be deemed to include references to any qualified medical practitioner when so authorised.

(3) No person shall be appointed to be, or authorised to exercise the powers of, a certifying surgeon, or having been so appointed or authorised, continue to exercise such powers, who is or becomes the occupier of a factory or is or becomes directly or indirectly interested therein or in any process or business carried on therein or in any patent or machinery connected therewith or is otherwise in the employ of the factory.

(4) The certifying surgeon shall carry out such duties as may be prescribed in connection with—

(a) the examination and certification of young persons under this Act;

(b) the examination of persons engaged in factories in such dangerous occupations or processes as may be prescribed;

(c) the exercising of such medical supervision as may be prescribed for any factory or class or description of factories where—

(i) cases of illness have occurred which it is reasonable to believe are due to the nature of the manufacturing process carried on, or other conditions of work prevailing, therein;

(ii) by reason of any change in the manufacturing process carried on or in the substances used therein or by reason of the adoption of any new manufacturing process or of any new substance for use in a manufacturing process, there is a likelihood of injury to the health of workers employed in that manufacturing process;

(iii) young persons are, or are about to be, employed in any work which is likely to cause injury to their health.

7 of 1916. 27 of 1933.

Explanation.—In this section "qualified medical practitioner" means a person holding a qualification granted by an authority specified in the Schedule to the Indian Medical Degrees Act, 1916, or in the Schedules to the Indian Medical Council Act, 1933[2].

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[1]Subs. by the A.O. 1950, for "Provincial".

[2]Now see the Indian Medical Council Act, 1956 (102 of 1956).

CHAPTER III

Health

Cleanliness.

11. (1) Every factory shall be kept clean and free from effluvium arising from any drain, privy, or other nuisance, and in particular—

(a) accumulation of dirt and refuse shall be removed daily by sweeping or by any other effective method from the floors and benches of workrooms and from staircases and passages, and disposed of in a suitable manner;

(b) the floor of every workroom shall be cleaned at least once in every week by washing, using disinfectant, where necessary, or by some other effective method;

(c) where a floor is liable to become wet in the course of any manufacturing process to such extent as is capable of being drained, effective means of drainage shall be provided and maintained;

(d) all inside walls and partitions, all ceilings or tops of rooms and all walls, sides and tops of passages and staircases shall—

(i) where they are painted or varnished, be repainted or revarnished at least once in every period of five years;

(ii) where they are painted or varnished or where they have smooth impervious surfaces, be cleaned at least once in every period of fourteen months by such method as may be prescribed;

(iii) in any other case, be kept whitewashed, or colourwashed, and the whitewashing or colourwashing shall be carried out at least once in every period of fourteen months;

(e) the dates on which the processes required by clause (d) are carried out shall be entered in the prescribed register.

(2) If, in view of the nature of the operations carried on in a factory, it is not possible for the occupier to comply with all or any of the provisions of sub-section (1), the [1][State] Government may by order exempt such factory or class or description of factories from any of the provisions of that sub-section and specify alternative methods for keeping the factory in a clean state.

Disposal of wastes and effluents.

12. (1) Effective arrangements shall be made in every factory for the disposal of wastes and effluents due to the manufacturing process carried on therein.

*(2) The [1][State] Government may make rules prescribing the arrangements to be made under sub-section (1) or

[1]Subs. by the A.O. 1950, for "Provincial."

requiring that the arrangements made in accordance with sub-section (1) shall be approved by such authority as may be prescribed.

Ventilation and temperature.

13. (1) Effective and suitable provision shall be made in every factory for securing and maintaining in every workroom—

(a) adequate ventilation by the circulation of fresh air, and

(b) such a temperature as will secure to workers therein reasonable conditions of comfort and prevent injury to health;

and in particular,—

(i) walls and roofs shall be of such material and so designed that such temperature shall not be exceeded but kept as low as practicable;

(ii) where the nature of the work carried on in the factory involves, or is likely to involve, the production of excessively high temperatures, such adequate measures as are practicable shall be taken to protect the workers therefrom, by separating the process which produces such temperatures from the workroom, by insulating the hot parts or by other effective means.

(2) The [1][State] Government may prescribe a standard of adequate ventilation and reasonable temperature for any factory or class or description of factories or parts thereof and direct that a thermometer shall be provided and maintained in such place and position as may be specified.

(3) If it appears to the [1][State] Government that in any factory or class or description of factories excessively high temperatures can be reduced by such methods as whitewashing, spraying or insulating and screening outside walls or roofs or windows, or by raising the level of the roof, or by insulating the roof either by an air-space and double roof or by the use of insulating roof materials, or by other methods, it may prescribe such of these or other methods as shall be adopted in the factory.

Dust and fume.

14. (1) In every factory in which, by reason of the manufacturing process carried on, there is given off any dust or fume or other impurity of such a nature and to such an extent as is likely to be injurious or offensive to the workers employed therein, or any dust in substantial quantities, effective measures shall be taken to prevent its inhalation and accumulation in any workroom, and if any exhaust appliance is necessary for this purpose, it shall be applied as near as possible to the point of origin of the dust, fume or other impurity, and such point shall be enclosed so far as possible.

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[1]Subs. by the A.O. 1950, for "Provincial".

(2) In any factory no stationary internal combustion engine shall be operated unless the exhaust is conducted into the open air, and no other internal combustion engine shall be operated in any room unless effective measures have been taken to prevent such accumulation of fumes therefrom as are likely to be injurious to workers employed in the room.

Artificial humidification.

15. (1) In respect of all factories in which the humidity of the air is artificially increased, the [1][State] Government may make rules,—

(a) prescribing standards of humidification;

(b) regulating the methods used for artificially increasing the humidity of the air;

(c) directing prescribed tests for determining the humidity of the air to be correctly carried out and recorded;

(d) prescribing methods to be adopted for securing adequate ventilation and cooling of the air in the workrooms.

(2) In any factory in which the humidity of the air is artificially increased, the water used for the purpose shall be taken from a public supply, or other source of drinking water, or shall be effectively purified before it is so used.

(3) If it appears to an Inspector that the water used in a factory for increasing humidity which is required to be effectively purified under sub-section (2) is not effectively purified he may serve on the manager of the factory an order in writing, specifying the measures which in his opinion should be adopted, and requiring them to be carried out before specified date.

Overcrowding.

16. (1) No room in any factory shall be overcrowded to an extent injurious to the health of the workers employed therein.

(2) Without prejudice to the generality of sub-section (1), there shall be in every workroom of a factory in existence on the date of the commencement of this Act at least three hundred and fifty cubic feet and of a factory built after the commencement of this Act at least five hundred cubic feet of space for every worker employed therein, and for the purposes of this sub-section no account shall be taken of any space which is more than fourteen feet above the level of the floor of the room.

(3) If the Chief Inspector by order in writing so requires, there shall be posted in each workroom of a factory a notice specifying the maximum number of workers who may, in compliance with the provisions of this section, be employed in the room.

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[1]Subs. by the A.O. 1950, for "Provincial."

(4) The Chief Inspector may by order in writing exempt, subject to such conditions, if any, as he may think fit to impose, any workroom from the provisions of this section, if he is satisfied that compliance therewith in respect of the room is unnecessary in the interest of the health of the workers employed therein.

Lighting.

17. (1) In every part of a factory where workers are working or passing there shall be provided and maintained sufficient and suitable lighting, natural or artificial, or both.

(2) In every factory all glazed windows and skylights used for the lighting of the workrooms shall be kept clean on both the inner and outer surfaces and, so far as compliance with the provisions of any rules made under sub-section (3) of section 13 will allow, free from obstruction.

(3) In every factory effective provision shall, so far as is practicable, be made for the prevention of—

(a) glare, either directly from a source of light or by reflection from a smooth or polished surface;

(b) the formation of shadows to such an extent as to cause eyestrain or the risk of accident to any worker.

(4) The [1][State] Government may prescribe standards of sufficient and suitable lighting for factories or for any class or description of factories or for any manufacturing process.

Drinking water.

18. (1) In every factory effective arrangements shall be made to provide and maintain at suitable points conveniently situated for all workers employed therein a sufficient supply of wholesome drinking water.

(2) All such points shall be legibly marked "drinking water" in a language understood by a majority of the workers employed in the factory, and no such point shall be situated within twenty feet of any washing place, urinal or latrine unless a shorter distance is approved in writing by the Chief Inspector.

(3) In every factory wherein more than two hundred and fifty workers are ordinarily employed provision shall be made for cooling drinking water during hot weather by effective means and for distribution thereof.

(4) In respect of all factories or any class or description of factories the [1][State] Government may make rules for securing compliance with the provisions of sub-sections (1), (2) and (3) and for the examination by prescribed authorities of the supply and distribution of drinking water in factories.

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[1]Subs. by the A.O. 1950, for "Provincial."

19. (1) In every factory— Latrines and urinals.

(a) sufficient latrine and urinal accommodation of prescribed types shall be provided conveniently situated and accessible to workers at all times while they are at the factory;

(*b*) separate enclosed accommodation shall be provided for male and female workers;

(c) such accommodation shall be adequately lighted and ventilated, and no latrine or urinal shall, unless specially exempted in writing by the Chief Inspector, communicate with any workroom except through an intervening open space or ventilated passage;

(d) all such accommodation shall be maintained in a clean and sanitary condition at all times;

(e) sweepers shall be employed whose primary duty it would be to keep clean latrines, urinals and washing places.

(2) In every factory wherein more than two hundred and fifty workers are ordinarily employed—

(a) all latrine and urinal accommodation shall be of prescribed sanitary types;

(b) the floors and internal walls, up to a height of three feet, of the latrines and urinals and the sanitary blocks shall be laid in glazed tiles or otherwise finished to provide a smooth polished impervious surface;

(c) without prejudice to the provisions of clauses (d) and (e) of sub-section (1), the floors, portions of the walls and blocks so laid or finished and the sanitary pans of latrines and urinals shall be thoroughly washed and cleaned at least once in every seven days with suitable detergents or disinfectants or with both.

(3) The [1][State] Government may prescribe the number of latrines and urinals to be provided in any factory in proportion to the numbers of male and female workers ordinarily employed therein, and provide for such further matters in respect of sanitation in factories, including the obligation of workers in this regard, as it considers necessary in the interest of the health of the workers employed therein.

20. (1) In every factory there shall be provided a sufficient number of spittoons in convenient place and they shall be maintained in a clean and hygienic condition. Spittoons.

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[1]Subs. by the A.O. 1950. See "Territorial".

(2) The [1][State] Government may make rules prescribing the type and the number of spittoons to be provided and their location in any factory and provide for such further matters relating to their maintenance in a clean and hygienic condition.

(3) No person shall spit within the premises of a factory except in the spittoons provided for the purpose and a notice containing this provision and the penalty for its violation shall be prominently displayed at suitable places in the premises.

(4) Whoever spits in contravention of sub-section (3) shall be punishable with fine not exceeding five rupees.

CHAPTER IV

SAFETY

Fencing of machinery.

21. (1) In every factory the following, namely,—

(i) every moving part of a prime mover and every flywheel connected to a prime mover, whether the prime mover or flywheel is in the engine house or not;

(ii) the headrace and tailrace of every water-wheel and water turbine;

(iii) any part of a stock-bar which projects beyond the head stock of a lathe; and

(iv) unless they are in such position or of such construction as to be safe to every person employed in the factory as they would be if they were securely fenced, the following, namely,—

(a) every part of an electric generator, a motor or rotary convertor;

(b) every part of transmission machinery; and

(c) every dangerous part of any other machinery;

shall be securely fenced by safeguards of substantial construction which shall be kept in position while the parts of machinery they are fencing are in motion or in use:

Provided that for the purpose of determining whether any part of machinery is in such position or is of such construction as to be safe as aforesaid, account shall not be taken of any occasion when, it being necessary to make an examination of the machinery while it is in motion or, as a result of such examination, to carry out any mounting or shipping of belts, lubrication or other adjusting operation while the machinery is in motion, such examination or operation is made or carried out in accordance with the provisions of [2][sub-section (1) of section 22].

(2) The [1][State] Government may by rules prescribe such further precautions at it may consider necessary in

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[1]Subs. by the A.O. 1950, for "Provincial".

[2]Subs. by Act 25 of 1954, s. 5, for "section 22".

respect of any particular machinery or part thereof, or exempt, subject to such condition as may be prescribed, for securing the safety of the workers, any particular machinery or part thereof from the provisions of this section.

Work on or near machinery in motion.

22. (1) Where in any factory it becomes necessary to examine any part of machinery referred to in section 21 while the machinery is in motion, or as a result of such examination, to carry out any mounting or shipping of belts, lubrication or other adjusting operation while the machinery is in motion, such examination or operation shall be made or carried out only by a specially trained adult male worker wearing tight fitting clothing whose name has been recorded in the register prescribed in this behalf and while he is so engaged,—

(a) such worker shall not handle a belt at a moving pulley unless the belt is less than six inches in width and unless the belt-joint is either laced or flush with the belt;

(b) without prejudice to any other provision of this Act relating to the fencing of machinery, every set screw, bolt and key on any revolving shaft, spindle, wheel or pinion, and all spur, worm and other toothed or friction gearing in motion with which such worker would otherwise be liable to come into contact, shall be securely fenced to prevent such contact.

[1][(2) No woman or young person shall be allowed to clean, lubricate or adjust any part of a prime mover of any transmission machinery while the prime mover or transmission machinery is in motion, or to clean, lubricate or adjust any part of any machine if the cleaning, lubrication or adjustment thereof would expose the woman or young person to risk of injury from any moving part either of that machine or of any adjacent machinery.]

(3) The [2][State] Government may, by notification in the Official Gazette, prohibit, in any specified factory or class or description of factories, the cleaning, lubricating or adjusting by any person of specified parts of machinery when those parts are in motion.

Employment of young persons on dangerous machines.

23. (1) No young person shall work at any machine to which this section applies, unless he has been fully instructed as to the dangers arising in connection with the machine and the precautions to be observed and—

(a) has received sufficient training in work at the machine, or

(b) is under adequate supervision by a person who has a thorough knowledge and experience of the machine.

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[1]Subs. by Act 25 of 1954, s. 6, for the original sub-section (2).

[2]Subs. by the A.O. 1950, for "Provincial".

(2) Sub-section (1) shall apply to such machines as may be prescribed by the *[State] Government, being machines which in its opinion are of such a dangerous character that young persons ought not to work at them unless the foregoing requirements are complied with.

Striking gear and devices for cutting off power.

24. (1) In every factory—

(a) suitable striking gear or other efficient mechanical appliance shall be provided and maintained and used to move driving belts to and from fast and loose pulleys which form part of the transmission machinery, and such gear or appliances shall be so constructed, placed and maintained as to prevent the belt from creeping back on to the fast pulley;

(b) driving belts when not in use shall not be allowed to rest or ride upon shafting in motion.

(2) In every factory suitable devices for cutting off power in emergencies from running machinery shall be provided and maintained in every work room:

Provided that in respect of factories in operation before the commencement of this Act, the provisions of this sub-section shall apply only to work rooms in which electricity is used as power.

Self-acting machines.

25. No traversing part of a self-acting machine in any factory and on material carried thereon shall, if the space over which it runs is a space over which any person is liable to pass, whether in the course of his employment or otherwise, be allowed to run on its outward or inward traverse within a distance of eighteen inches from any fixed structure which is not part of the machine:

Provided that the Chief Inspector may permit the continued use of a machine installed before the commencement of this Act which does not comply with the requirements of this section on such conditions for ensuring safety as he may think fit to impose.

Casing of new machinery.

26. (1) In all machinery driven by power and installed in any factory after the commencement of this Act,—

(a) every set screw, bolt or key on any revolving shaft, spindle, wheel or pinion shall be so sunk, encased or otherwise effectively guarded as to prevent danger;

(b) all spur, worm and other toothed or friction gearing which does not require frequent adjustment while in motion shall be completely encased, unless it is so situated as to be as safe as it would be if it were completely encased.

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*Subs. by the A.O. 1950, for "Provincial".

(2) Whoever sells or lets on hire or, as agent of a seller or hirer, causes or procures to be sold or let on hire, for use in a factory any machinery driven by power which does not comply with the provisions of [1][sub-section (1) or any rules made under sub-section (3)] shall be punishable with imprisonment for a term which may extend to three months or with fine which may extend to five hundred rupees or with both.

[2][(3) The State Government may make rules specifying further safeguards to be provided in respect of any other dangerous part of any particular machine or class or description of machines.]

Prohibition of employment of women and children near cotton openers.

27. No woman or child shall be employed in any part of a factory for pressing cotton in which a cotton-opener is at work:

Provided that if the feed-end of a cotton-opener is in a room separated from the delivery end by a partition extending to the roof or to such height as the Inspector may in any particular case specify in writing, women and children may be employed on the side of the partition where the feed-end is situated.

Hoists and lifts.

28. (1) In every factory—

(a) every hoist and lift shall be—

(i) of good mechanical construction, sound material and adequate strength;

(ii) properly maintained and shall be thoroughly examined by a competent person at least once in every period of six months, and a register shall be kept containing the prescribed particulars of every such examination;

(b) every hoistway and liftway shall be sufficiently protected by an enclosure fitted with gates, and the hoist or lift and every such enclosure shall be so constructed as to prevent any person or thing from being trapped between any part of the hoist or lift and any fixed structure or moving part;

(c) the maximum safe working load shall be plainly marked on every hoist or lift, and no load greater than such load shall be carried thereon;

(d) the cage of every hoist or lift used for carrying persons shall be fitted with a gate on each side from which access is afforded to a landing;

(e) every gate referred to in clause (b) or clause (d) shall be fitted with interlocking or other efficient device to secure that the gate cannot be opened

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[1]Subs. by Act 25 of 1954, s. 7, for "sub-section (1)".

[2]Subs. by s. 7, *ibid*, for the original sub-section (3).

except when the cage is at the landing and that the cage cannot be moved unless the gate is closed.

(2) The following additional requirements shall apply to hoists and lifts used for carrying persons and installed or reconstructed in a factory after the commencement of this Act, namely:—

(a) where the cage is supported by rope or chain, there shall be at least two ropes or chains separately connected with the cage and balance weight, and each rope or chain with its attachments shall be capable of carrying the whole weight of the cage together with its maximum load;

(b) efficient devices shall be provided and maintained capable of supporting the cage together with its maximum load in the event of breakage of the ropes, chains or attachments;

(c) an efficient automatic device shall be provided and maintained to prevent the cage from over-running.

(3) The Chief Inspector may permit the continued use of a hoist or lift installed in a factory before the commencement of this Act which does not fully comply with the provisions of sub-section (1) upon such conditions for ensuring safety as he may think fit to impose.

(4) The [1][State] Government may, if in respect of any class or description of hoist or lift, it is of opinion that it would be unreasonable to enforce any requirement of sub-sections (1) and (2), by order direct that such requirement shall not apply to such class or description of hoist or lift.

Lifting machines, chains, ropes and lifting tackles.

[2][**29.** (1) In any factory the following provisions shall be complied with in respect of every lifting machine (other than a hoist and lift) and every chain, rope and lifting tackle for the purpose of raising or lowering persons, goods or materials:—

(a) all parts, including the working gear, whether fixed or movable, of every lifting machine and every chain, rope or lifting tackle shall be—

(i) of good construction, sound material and adequate strength and free from defects;

(ii) properly maintained; and

(iii) thoroughly examined by a competent person at least once in every period of twelve months, or at such intervals as the Chief Inspector may specify in writing; and a register shall be kept containing the prescribed particulars of every such examination;

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[1]Subs. by the A.O. 1950 for "Provincial".

[2]Subs. by Act 25 of 1954, s. 8, for s. 29.

(b) no lifting machine and no chain, rope or lifting tackle shall, except for the purpose of test, be loaded beyond the safe working load which shall be plainly marked thereon together with an identification mark and duly entered in the prescribed register, and where this is not practicable, a table showing the safe working loads of every kind and size of lifting machine or chain, rope or lifting tackle in use shall be displayed in prominent positions on the premises,

(c) while any person is employed or working on or near the wheel track of a travelling crane in any place where he would be liable to be struck by the crane, effective measures shall be taken to ensure that the crane does not approach within twenty feet of that place

(2) The [1][State] Government may make rules in respect of any lifting machine or any chain, rope or lifting tackle used in factories—

(a) prescribing further requirements to be complied with in addition to those set out in this section,

(b) providing for exemption from compliance with all or any of the requirements of this section, where in its opinion, such compliance is unnecessary or impracticable

(3) For the purposes of this section a lifting machine or a chain, rope or lifting tackle shall be deemed to have been thoroughly examined if a visual examination supplemented, if necessary by other means and by the dismantling of parts of the gear has been carried out as carefully as the conditions permit in order to arrive at a reliable conclusion as to the safety of the parts examined

Explanation —In this section —

(a) lifting machine means a crane crab winch teagle pulley block, gin wheel, transporter or runway,

(b) "lifting tackle means chain slings, rope slings, rings, hooks, shackles and swivels]

Revolving machinery.

30. (1) In every room in a factory in which the process of grinding is carried on there shall be permanently affixed to or placed near each machine in use a notice indicating the maximum safe working peripheral speed of every grindstone or abrasive wheel, the speed of the shaft or spindle upon which the wheel is mounted, and the diameter of the pulley upon such shaft or spindle necessary to secure such safe working peripheral speed

(2) The speeds indicated in notices under sub-section (1) shall not be exceeded

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[1]Subs by the A O 1950, for "Provincial".

(3) Effective measures shall be taken in every factory to ensure that the safe working peripheral speed of every revolving vessel, cage, basket, flywheel, pulley, disc or similar appliance driven by power is not exceeded.

Pressure plant.

31. (1) If in any factory any part of the plant or machinery used in a manufacturing process is operated at a pressure above atmospheric pressure effective measures shall be taken to ensure that the safe working pressure of such part is not exceeded.

(2) The [1][State] Government may make rules providing for the examination and testing of any plant or machinery such as is referred to in sub-section (1) and prescribing such other safety measures in relation thereto as may in its opinion be necessary in any factory or class or description of factories.

Floors, stairs, and means of access.

32. In every factory—

(a) all floors, steps, stairs, passages and gangways shall be of sound construction and properly maintained, and where it is necessary to ensure safety, steps, stairs, passages and gangways shall be provided with substantial handrails;

(b) there shall, so far as is reasonably practicable, be provided and maintained safe means of access to every place at which any person is at any time required to work.

Pits, sumps, openings in floors, etc.

33. (1) In every factory every fixed vessel, sump, tank, pit or opening in the ground or in a floor which, by reason of its depth, situation, construction or contents, is or may be a source of danger, shall be either securely covered or securely fenced.

(2) The [1][State] Government may, by order in writing exempt, subject to such conditions as may be prescribed, any factory or class or description of factories in respect of any vessel, sump, tank, pit or opening from compliance with the provisions of this section.

Excessive weights.

34. (1) No person shall be employed in any factory to lift, carry or move any load so heavy as to be likely to cause him injury.

(2) The [1][State] Government may make rules prescribing the maximum weights which may be lifted, carried or moved by adult men, adult women, adolescents and children employed in factories or in any class or description of factories or in carrying on any specified process.

Protection of eyes.

35. In respect of any such manufacturing process carried on in any factory as may be prescribed, being a process which involves—

(a) risk of injury to the eyes from particles or fragments thrown off in the course of the process, or

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[1]Subs. by the A.O. 1950, for "Provincial."

(b) risk to the eyes by reason of exposure to excessive light,

the [1][State] Government may by rules require that effective screens or suitable, goggles shall be provided for the protection of persons employed on, or in the immediate vicinity of, the process.

Precautions against dangerous fumes.

36. (1) In any factory no person shall enter or be permitted to enter any chamber tank, vat, pit, pipe, flue or other confined space in which dangerous fumes are likely to be present to such an extent as to involve risk of persons being overcome thereby, unless it is provided with a manhole of adequate size or other effective means of egress.

(2) No portable electric light of voltage exceeding twenty-four volts shall be permitted in any factory for use inside any confined space such as is referred to in sub-section (1), and where the fumes present are likely to be inflammable, no lamp or light other than of flame-proof construction shall be permitted to be used in such confined space.

(3) No person in any factory shall enter or be permitted to enter any confined space such as is referred to in sub-section (1) until all practicable measures have been taken to remove any fumes which may be present and to prevent any ingress of fumes and unless either—

(a) a certificate in writing has been given by a competent person, based on a test carried out by himself, that the space is free from dangerous fumes and fit for persons to enter, or

(b) the worker is wearing suitable breathing apparatus and a belt securely attached to a rope, the free end of which is held by a person standing outside the confined space.

(4) Suitable breathing apparatus, reviving apparatus and belts and ropes shall in every factory be kept ready for instant use beside any such confined space as aforesaid which any person has entered, and all such apparatus shall be periodically examined and certified by a competent person to be fit for use; and a sufficient number of persons employed in every factory shall be trained and practised in the use of all such apparatus and in the method of restoring respiration.

(5) No person shall be permitted to enter in any factory, any boiler furnace, boiler flue, chamber tank, vat, pipe or other confined space for the purpose of working or making any examination therein until it has been sufficiently cooled by ventilation or otherwise to be safe for persons to enter.

(6) The [1][State] Government may make rules prescribing the minimum dimensions of the manholes referred to in sub-section (1), and may by order in writing exempt, subject to such conditions as it may think fit to impose, any factory or class or description of factories from compliance with any of the provisions of this section.

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[1]Subs. by the A.O. 1950, for "Provincial".

Explosive or inflammable dust, gas, etc.

37. (1) Where in any factory any manufacturing process produces dust, gas, fume or vapour of such character and to such extent as to be likely to explode on ignition, all practicable measures shall be taken to prevent any such explosion by—

(a) effective enclosure of the plant or machinery used in the process;

(b) removal or prevention of the accumulation of such dust, gas, fume or vapour;

(c) exclusion or effective enclosure of all possible sources of ignition.

(2) Where in any factory the plant or machinery used in a process such as is referred to in sub-section (1) is not so constructed as to withstand the probable pressure which such an explosion as aforesaid would produce, all practicable measures shall be taken to restrict the spread and effects of the explosion by the provision in the plant or machinery of chokes, baffles, vents or other effective appliances.

(3) Where any part of the plant or machinery in a factory contains any explosive or inflammable gas or vapour under pressure greater than atmospheric pressure, that part shall not be opened except in accordance with the following provisions, namely:—

(a) before the fastening of any joint of any pipe connected with the part or the fastening of the cover of any opening into the part is loosened, any flow of the gas or vapour into the part or any such pipe shall be effectively stopped by a stop-valve or other means;

(b) before any such fastening, as aforesaid is removed, all practicable measures shall be taken to reduce the pressure of the gas or vapour in the part or pipe to atmospheric pressure;

(c) where any such fastening as aforesaid has been loosened or removed effective measures shall be taken to prevent any explosive or inflammable gas or vapour from entering the part or pipe until the fastening has been secured, or, as the case may be, securely replaced:

Provided that the provisions of this sub-section shall not apply in the case of plant or machinery installed in the open air.

(4) No plant, tank or vessel which contains or has contained any explosive or inflammable substance shall be subjected in any factory to any welding, brazing, soldering or cutting operation which involves the application of heat unless adequate measures have first been taken to remove such substance and any fumes arising therefrom or to render

such substance and fumes non-explosive or non-inflammable, and no such substance shall be allowed to enter such plant, tank or vessel after any such operation until the metal has cooled sufficiently to prevent any risk of igniting the substance.

(5) The [1][State] Government may by rules exempt, subject to such conditions as may be prescribed, any factory or class or description of factories from compliance with all or any of the provisions of this section.

Precautions in case of fire.

38. (1) Every factory shall be provided with such means of escape in case of fire as may be prescribed, and if it appears to the Inspector that any factory is not so provided, he may serve on the manager of the factory an order in writing specifying the measures which, in his opinion should be adopted to bring the factory into conformity with the provisions of this section and any rules made thereunder, and requiring them to be carried out before a date specified in the order.

(2) In every factory the doors affording exit from any room shall not be locked or fastened so that they cannot be easily and immediately opened from the inside while any person is within the room, and all such doors, unless they are of the sliding type, shall be constructed to open outwards.

(3) In every factory, every window, door or other exit affording a means of escape in case of fire, other than the means of exit ordinarily used, shall be distinctively marked in a language understood by the majority of the workers and in red letters of adequate size or by some other effective and clearly understood sign.

(4) There shall be provided in every factory effective and clearly audible means of giving warning in case of fire to every person employed in the factory.

(5) A free passage-way giving access to each means of escape in case of fire shall be maintained for the use of all workers in every room of a factory.

(6) Effective measures shall be taken to ensure that in every factory—

(a) wherein more than twenty workers are ordinarily employed in any place above the ground floor, or

(b) wherein explosive or highly inflammable materials are used or stored,

all the workers are familiar with the means of escape in case of fire and have been adequately trained in the routine to be followed in such case.

(7) The [1][State] Government may make rules prescribing, in respect of any factory or class or description of factories, the means of escape to be provided in case of fire and the nature and amount of fire-fighting apparatus to be provided and maintained.

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[1]Subs. by the A.O. 1950, for "Provincial."

Power to require specifications of defective parts or tests of stability.

39. If it appears to the Inspector that any building or part of a building or any part of the ways, machinery or plant in a factory is in such a condition that it may be dangerous to human life or safety, he may serve on the manager of the factory an order in writing requiring him before a specified date—

(a) to furnish such drawings, specifications and other particulars as may be necessary to determine whether such building, ways machinery or plant can be used with safety, or

(b) to carry out such tests in such manner as may be specified in the order, and to inform the Inspector of the results thereof.

Safety of buildings and machinery.

40. (1) If it appears to the Inspector that any building or part of a building or any part of the ways, machinery or plant in a factory is in such a condition that it is dangerous to human life or safety, he may serve on the manager of the factory an order in writing specifying the measures which in his opinion should be adopted, and requiring them to be carried out before a specified date.

(2) If it appears to the Inspector that the use of any building or part of a building or any part of the ways, machinery or plant in a factory involves imminent danger to human life or safety, he may serve on the manager of the factory an order in writing prohibiting its use until it has been properly repaired or altered.

Power to make rules to supplement this Chapter.

41. The [1][State] Government may make rules requiring the provision in any factory or in any class or description of factories of such further devices for securing the safety of persons employed therein as it may deem necessary.

CHAPTER V

WELFARE

Washing facilities.

42. (1) In every factory—

(a) adequate and suitable facilities for washing shall be provided and maintained for the use of the workers therein;

(b) separate and adequately screened facilities shall be provided for the use of male and female workers;

(c) such facilities shall be conveniently accessible and shall be kept clean.

(2) The [1][State] Government may, in respect of any factory or class or description of factories or of any manufacturing process, prescribe standards of adequate and suitable facilities for washing.

Facilities for storing and drying clothing.

43. The [1][State] Government may, in respect of any factory or class or description of factories, make rules requiring the provision therein of suitable places for keeping clothing not worn during working hours and for the drying of wet clothing.

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[1]Subs. by the A.O. 1950, for "Provincial".

44. (1) In every factory suitable arrangements for sitting shall be provided and maintained for all workers obliged to work in a standing position, in order that they may take advantage of any opportunities for rest which may occur in the course of their work. **Facilities for sitting.**

(2) If, in the opinion of the Chief Inspector, the workers in any factory engaged in a particular manufacturing process or working in a particular room are able to do their work efficiently in a sitting position, he may, by order in writing, require the occupier of the factory to provide before a specified date such seating arrangements as may be practicable for all workers so engaged or working.

(3) The [1][State] Government may, by notification in the Official Gazette, declare that the provisions of sub-section (1) shall not apply to any specified factory or class or description of factories or to any specified manufacturing process.

45. (1) There shall in every factory be provided and maintained so as to be readily accessible during all working hours first-aid boxes or cupboards equipped with the prescribed contents, and the number of such boxes or cupboards to be provided and maintained shall not be less than one for every one hundred and fifty workers ordinarily employed [2][at any one time] in the factory. **First-aid appliances.**

[3][(2) Nothing except the prescribed contents shall be kept in a first-aid box or cupboard.

(3) Each first-aid box or cupboard shall be kept in the charge of a separate responsible person who is trained in first-aid treatment and who shall always be readily available during the working hours of the factory.]

[4][(4) In every factory wherein more than five hundred workers are employed there shall be provided and maintained an ambulance room of the prescribed size, containing the prescribed equipment and in the charge of such medical and nursing staff as may be prescribed.]

46. (1) The [1][State] Government may make rules requiring that in any specified factory wherein more than two hundred and fifty workers are ordinarily employed, a canteen or canteens shall be provided and maintained by the occupier for the use of the workers. **Canteens.**

(2) Without prejudice to the generality of the foregoing power, such rules may provide for—

(a) the date by which such canteen shall be provided;

(b) the standards in respect of construction, accommodation, furniture and other equipment of the canteen;

(c) the foodstuffs to be served therein and the charges which may be made therefor;

(d) the constitution of a managing committee for the canteen and representation of the workers in the management of the canteen;

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[1]Subs. by the A.O. 1950, for Provincial".
[2]Ins. by Act 25 of 1954, s. 9.
[3]Subs. by s. 9, *ibid.*, for the original sub-section (2).
[4]Sub-section (3) renumbered as sub-section (4) by s. 9, *ibid.*

(6) the delegation to the Chief Inspector, subject to such conditions as may be prescribed, of the power to make rules under clause (c).

Shelters, rest rooms and lunch rooms.

47. (1) In every factory wherein more than one hundred and fifty workers are ordinarily employed, adequate and suitable shelters or rest rooms and a suitable lunch room, with provision for drinking water, where workers can eat meals brought by them, shall be provided and maintained for the use of the workers:

Provided that any canteen maintained in accordance with the provisions of section 46 shall be regarded as part of the requirements of this sub-section:

Provided further that where a lunch room exists no worker shall eat any food in the work room.

(2) The shelters or rest rooms or lunch rooms to be provided under sub-section (1) shall be sufficiently lighted and ventilated and shall be maintained in a cool and clean condition.

(3) The [1][State] Government may—

(a) prescribe the standards in respect of construction, accommodation, furniture and other equipment of shelters, rest rooms and lunch rooms to be provided under this section;

(b) by notification in the Official Gazette, exempt any factory or class or description of factories from the requirements of this section.

Creches.

48. (1) In every factory wherein more than fifty women workers are ordinarily employed there shall be provided and maintained a suitable room or rooms for the use of children under the age of six years of such women.

(2) Such rooms shall provide adequate accommodation, shall be adequately lighted and ventilated, shall be maintained in a clean and sanitary condition and shall be under the charge of women trained in the care of children and infants.

(3) The [1][State] Government may make rules—

(a) prescribing the location and the standards in respect of construction, accommodation, furniture and other equipment of rooms to be provided, under this section;

(b) requiring the provision in factories to which this section applies of additional facilities for the care of children belonging to women workers, including suitable provision of facilities for washing and changing their clothing;

(c) requiring the provision in any factory of free milk or refreshment or both for such children;

(d) requiring that facilities shall be given in any factory for the mothers of such children to feed them at the necessary intervals.

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[1]Subs. by the A.O. 1950, for "Provincial".

49. (1) In every factory wherein five hundred or more workers are ordinarily employed the occupier shall employ in the factory such number of welfare officers as may be prescribed. **Welfare officers.**

(2) The [1][State] Government may prescribe the duties, qualifications and conditions of service of officers employed under sub-section (1).

50. The [1][State] Government may make rules— **Power to make rules to supplement this Chapter**

(a) exempting, subject to compliance with such alternative arrangements for the welfare of workers as may be prescribed, any factory or class or description of factories from compliance with any of the provisions of this Chapter;

(b) requiring in any factory or class or description of factories that representatives of the workers employed in the factory shall be associated with the management of the welfare arrangements of the workers.

CHAPTER VI

Working Hours of Adults

51. No adult worker shall be required or allowed to work in a factory for more than forty-eight hours in any week. **Weekly hours.**

52. (1) No adult worker shall be required or allowed to work in a factory on the first day of the week (hereinafter referred to as the said day), unless— **Weekly holidays.**

(a) he has or will have a holiday for a whole day on one of the three days immediately before or after the said day, and

(b) the manager of the factory has, before the said day or the substituted day under clause (a), whichever is earlier,—

(i) delivered a notice at the office of the Inspector of his intention to require the worker to work on the said day and of the day which is to be substituted, and

(ii) displayed a notice to that effect in the factory:

Provided that no substitution shall be made which will result in any worker working for more than ten days consecutively without a holiday for a whole day.

(2) Notices given under sub-section (1) may be cancelled by a notice delivered at the office of the Inspector and a notice displayed in the factory not later than the day before the said day or the holiday to be cancelled, whichever is earlier.

(3) Where, in accordance with the provisions of sub-section (1), any worker works on the said day and has had a holiday on one of the three days immediately before it, that said day shall, for the purpose of calculating his weekly hours of work, be included in the preceding week.

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[1]Subs. by the A.O. 1950, for "Provincial".

Compensatory holidays.

53. (1) Where, as a result of the passing of an order or the making of a rule under the provisions of this Act exempting a factory or the workers therein from the provisions of section 52, a worker is deprived of any of the weekly holidays for which provision is made in sub-section (1) of that section, he shall be allowed, within the month in which the holidays were due to him or within the two months immediately following that month, compensatory holidays of equal number to the holidays so lost

(2) The [1][State] Government may prescribe the manner in which the holidays for which provision is made in sub-section (1) shall be allowed

Daily hours.

54. Subject to the provisions of section 51, no adult worker shall be required or allowed to work in a factory for more than nine hours in any day

[2][Provided that, subject to the previous approval of the Chief Inspector, the daily maximum specified in this section may be exceeded in order to facilitate the change of shifts.]

Intervals for rest.

55. [3][(1)] [4][The periods of work] of adult workers in a factory each day shall be so fixed that no period shall exceed five hours and that no worker shall work for more than five hours before he has had an interval for rest of at least half an hour

[5][(2) The State Government or subject to the control of the State Government, the Chief Inspector, may by written order and for the reasons specified therein, exempt any factory from the provisions of sub-section (1) so however that the total number of hours worked by a worker without an interval does not exceed six]

Spread-over.

56. The periods of work of an adult worker in a factory shall be so arranged that inclusive of his intervals for rest under section 55 they shall not spread over more than ten and a half hours in any day

Provided that the Chief Inspector may, for reasons to be specified in writing, increase the spread-over to twelve hours

Night shifts.

57. Where a worker in a factory works on a shift which extends beyond midnight,—

(a) for the purposes of sections 52 and 53, a holiday for a whole day shall mean in his case a period of twenty-four consecutive hours beginning when his shift ends,

(b) the following day for him shall be deemed to be the period of twenty-four hours beginning when such shift ends, and the hours he has worked after midnight shall be counted in the previous day.

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[1]Subs by the A O 1950, for "Provincial".

[2]Added by Act 25 of 1954, s 10.

[3]s 55 renumbered as sub-section (1) by s 11, *ibid.*

[4]Subs. by Act 40 of 1949, s. 3 and Sch. II, for "The period".

[5]Added by Act 25 of 1954, s. 11.

58. (1) Work shall not be carried on in any factory by means of a system of shifts so arranged that more than one relay of workers is engaged in work of the same kind at the same time. **Prohibition of overlapping shifts.**

[1][(2) The State Government or subject to the control of the State Government, the Chief Inspector, may, by written order and for the reasons specified therein, exempt on such conditions as may be deemed expedient, any factory or class or description of factories or any department or section of a factory or any category or description of workers therein from the provisions of sub-section (1).]

59. (1) Where a worker works in a factory for more than nine hours in any day or for more than forty-eight hours in any week, he shall, in respect of overtime work, be entitled to wages at the rate of twice his ordinary rate of wages. **Extra wages for overtime.**

(2) Where any workers in a factory are paid on a piece rate basis, the [2][State] Government, in consultation with the employer concerned, and the representatives of the workers shall, for the purposes of this section, fix time rates as nearly as possible equivalent to the average rate of earnings of those workers, and the rates so fixed shall be deemed to be the ordinary rates of wages of those workers.

(3) For the purposes of this section, "ordinary rate of wages" means the basic wages plus such allowances, including the cash equivalent of the advantage accruing through the concessional sale to workers of foodgrains and other articles, as the worker is for the time being entitled to, but does not include a bonus.

[3][(4) The cash equivalent of the advantage accruing through the concessional sale to a worker of foodgrains and other articles shall be computed as often as may be prescribed on the basis of the maximum quantity of foodgrains and other articles admissible to a standard family.

Explanation 1.—"Standard family" means a family consisting of the worker, his or her spouse and two children below the age of fourteen years requiring in all three adult consumption units.

Explanation 2.—"Adult consumption unit" means the consumption unit of a male above the age of fourteen years; and the consumption unit of a female above the age of fourteen years and that of a child below the age of fourteen years shall be calculated at the rates of .8 and .6 respectively of one adult consumption unit.

(5) The State Government may make rules prescribing—

(a) the manner in which the cash equivalent of the advantage accruing through the concessional sale to a worker of foodgrains and other articles shall be computed; and

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[1]Subs. by Act 25 of 1954, s. 12, for the original sub-section (2).
[2]Subs. by the A.O. 1950, for "Provincial".
[3]Subs. by Act 25 of 1954, s. 13, for the original sub-section (4).

(b) the registers that shall be maintained in a factory for the purpose of securing compliance with the provisions of this section.]

Restriction on double employment.

60. No adult worker shall be required or allowed to work in any factory on any day on which he has already been working in any other factory, save in such circumstances as may be prescribed.

Notice of periods of work for adults.

61. (1)There shall be displayed and correctly maintained in every factory in accordane with the provisions of sub-section (2) of section 108, a notice of periods of work for adults, showing clearly for every day the periods during which adult workers may be required to work.

(2) The periods shown in the notice required by sub-section (1) shall be fixed beforehand in accordance with the following provisions of this section, and shall be such that workers working for those periods would not be working in contravention of any of the provisions of sections 51, 52, 54, [1][55, 56 and 58].

(3) Where all the adult workers in a factory are required to work during the same periods, the manager of the factory shall fix those periods for such workers generally.

(4) Where all the adult workers in a factory are not required to work during the same periods, the manager of the factory shall classify them into groups according to the nature of their work indicating the number of workers in each group.

(5) For each group which is not required to work on a system of shifts, the manager of the factory shall fix the periods during which the group may be required to work.

(6) Where any group is required to work on a system of shifts and the relays are not to be subject to predetermined periodical changes of shifts, the manager of the factory shall fix the periods during which each relay of the group may be required to work.

(7) Where any group is to work on a system of shifts and the relays are to be subject to predetermined periodical changes of shifts, the manager of the factory shall draw up a scheme of shifts whereunder the periods during which any relay of the group may be required to work and the relay which will be working at any time of the day shall be known for any day.

(8) The [2][State] Government may prescribe forms of the notice required by sub-section (1) and the manner in which it shall be maintained..

(9) In the case of a factory beginning work after the commencement of this Act, a copy of the notice referred to in sub-section (1) shall be sent in duplicate to the Inspector before the day on which work is begun in the factory.

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[1]Subs. by Act 25 of 1954, s. 14, for "55 and 58",

[2]Subs. by the A.O. 1950, for "Provincial",

(10) Any proposed change in the system of work in any factory which will necessitate a change in the notice referred to in sub-section (1) shall be notified to the Inspector in duplicate before the change is made, and except with the previous sanction of the Inspector, no such change shall be made until one week has elapsed since the last change.

Register of adult workers.

62. (1) The manager of every factory shall maintain a register of adult workers, to be available to the Inspector at all times during working hours, or when any work is being carried on in the factory, showing—

(a) the name of each adult worker in the factory;

(b) the nature of his work;

(c) the group, if any, in which he is included;

(d) where his group works on shifts, the relay to which he is allotted;

(e) such other particulars as may be prescribed:

Provided that, if the Inspector is of opinion that any muster roll or register maintained as part of the routine of a factory gives in respect of any or all the workers in the factory the particulars required under this section, he may, by order in writing, direct that such muster roll or register shall to the corresponding extent be maintained in place of, and be treated as, the register of adult workers in that factory.

(2) The [1][State] Government may prescribe the form of the register of adult workers, the manner in which it shall be maintained and the period for which it shall be preserved.

Hours of work to correspond with notice under section 61 and register under section 62.

63. No adult worker shall be required or allowed to work in any factory otherwise than in accordance with the notice of periods of work for adults displayed in the factory and the entries made beforehand against his name in the register of adult workers of the factory.

Power to make exempting rules.

64. (1) The [1][State] Government may make rules defining the persons who hold positions of supervision or management or are employed in a confidential position in a factory, and the provisions of this Chapter, other than the provisions of clause (b) of sub-section (1) of section 66 and the proviso to that sub-section, shall not apply to any person so defined.

(2) The [1][State] Government may make rules in respect of adult workers in factories providing for the exemption, to such extent and subject to such conditions as may be prescribed—

(a) of workers engaged on urgent repairs, from the provisions of sections 51, 52, 54, 55 and 56;

(b) of workers engaged in work in the nature of preparatory or complementary work which must

[1]Subs. by the A.O. 1950, for "Provincial".

necessarily be carried on outside the limits laid down for the general working of the factory, from the provisions of sections 51, 54, 55 and 56;

(c) of workers engaged in work which is necessarily so intermittent that the intervals during which they do not work while on duty ordinarily amount to more than the intervals for rest required by or under section 55, from the provisions of sections 51, 54, 55 and 56;

(d) of workers engaged in any work which for technical reasons must be carried on continuously [1]* * * from the provisions of sections 51, 52, 54, 55 and 56;

(e) of workers engaged in making or supplying articles of prime necessity which must be made or supplied every day, from the provisions of section 52;

(f) of workers engaged in a manufacturing process which cannot be carried on except during fixed seasons, from the provisions of section 52;

(g) of workers engaged in a manufacturing process which cannot be carried on except at times dependent on the irregular action of natural forces, from the provisions of sections 52 and 55;

(h) of workers engaged in engine-rooms or boiler-houses or in attending to power-plant or transmission machinery, from the provisions of section 52;

[2][(i) of workers engaged in the printing of newspapers, who are held up on account of the breakdown of machinery, from the provisions of sections 51, 54 and 56;

25 of 1867. *Explanation.*—In this clause the expression "newspapers" has the meaning assigned to it in the Press and Registration of Books Act, 1867;

(j) of workers engaged in the loading or unloading of railway wagons, from the provisions of sections 51, 52, 54, 55 and 56.]

(3) Rules made under sub-section (2) providing for any exemption may also provide for any consequential exemption from the provisions of section 61 which the [3][State] Government may deem to be expedient, subject to such conditions as it may prescribe.

[4][(4)In making rules under this section, the State Government shall not exceed, except in respect of exemption under clause (a) of sub-section (2), the following limits of work inclusive of overtime:—

(i) the total number of hours of work in any day shall not exceed ten;

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[1]The words "throughout the day" omitted by Act 25 of 1954, s. 15.

[2]Added by s. 15, *ibid.*

[3]Subs. by the A.O. 1950, for "Provincial".

[4]Subs. by Act 25 of 1954, s. 15, for the original sub-section (4).

(ii) the spread-over, inclusive of intervals for rest, shall not exceed twelve hours in any one day:

Provided that the State Government may, in respect of any or all of the categories of workers referred to in clause (d) of sub-section (2), make rules prescribing the circumstances in which, and the conditions subject to which, the restrictions imposed by clause (i) and clause (ii) shall not apply in order to enable a shift worker to work the whole or part of a subsequent shift in the absence of a worker who has failed to report for duty;

(iii) the total number of hours of overtime shall not exceed fifty for any one quarter.

Explanation.—"Quarter" means a period of three consecutive months beginning on the 1st of January, the 1st of April, the 1st of July or the 1st of October.]

(5) Rules made under this section shall remain in force for not more than three years.

Power to make exempting orders.

65. (1) Where the [1][State] Government is satisfied that, owing to the nature of the work carried on or to other circumstances, it is unreasonable to require that the periods of work of any adult workers in any factory or class or description of factories should be fixed beforehand, it may, by written order, relax or modify the provisions of section 61 in respect of such workers therein, to such extent and in such manner as it may think fit, and subject to such conditions as it may deem expedient to ensure control over periods of work.

(2) The [1][State] Government or, subject to the control of the [1][State] Government, the Chief Inspector, may by written order exempt, on such conditions as it or he may deem expedient, any or all of the adult workers in any factory or group or class or description of factories from any or all of the provisions of sections 51, 52, 54 and 56 on the ground that the exemption is required to enable the factory or factories to deal with an exceptional press of work.

(3) Any exemption given under sub-section (2) in respect of [2][working hours] shall be subject to the maximum limits prescribed under sub-section (4) of section 64.

(4) No factory shall be exempted under sub-section (2) for a period or periods exceeding in the aggregate three months in any year.

Further restrictions on employment of women.

66. (1) The provisions of this Chapter shall, in their application to women in factories, be supplemented by the following further restrictions, namely:—

(a) no exemption from the provisions of section 54 may be granted in respect of any woman;

[1]Subs. by the A.O. 1950, for "Provincial."

[2]Subs. by Act 25 of 1954, s. 16, for "weekly hours of work."

(b) no woman shall be employed in any factory except between the hours of 6 a.m. and 7 p.m.;

Provided that the [1][State] Government may, by notification in the Official Gazette, in respect of any class or description of factories, vary the limits laid down in clause (b), but so that no such variation shall authorise the employment of any woman between the hours of 10 p.m. and 5 a.m.;

[2][(c) there shall be no change of shifts except after a weekly holiday or any other holiday.]

(2) The [1][State] Government may make rules providing for the exemption from the restrictions set out in sub-section (1), to such extent and subject to such conditions as it may prescribe, of women working in fish-curing or fish-canning factories, where the employment of women beyond the hours specified in the said restrictions is necessary to prevent damage to, or deterioration in, any raw material.

(3) The rules made under sub-section (2) shall remain in force for not more than three years at a time.

CHAPTER VII

EMPLOYMENT OF YOUNG PERSONS

Prohibition of employment of young children.

67. No child who has not completed his fourteenth year shall be required or allowed to work in any factory.

Non-adult workers to carry tokens.

68. A child who has completed his fourteenth year or an adolescent shall not be required or allowed to work in any factory unless—

(a) a certificate of fitness granted with reference to him under section 69 is in the custody of the manager of the factory, and

(b) such child or adolescent carries while he is at work a token giving a reference to such certificate.

Certificates of fitness.

69. (1) A certifying surgeon shall, on the application of any young person or his parent or guardian accompanied by a document signed by the manager of a factory that such person will be employed therein if certified to be fit for work in a factory, or on the application of the manager of the factory in which any young person wishes to work, examine such person and ascertain his fitness for work in a factory.

(2) The certifying surgeon, after examination, may grant to such young person, in the prescribed form, or may renew—

(a) a certificate of fitness to work in a factory as a child, if he is satisfied that the young person has completed his fourteenth year, that he has attained the prescribed physical standards and that he is fit for such work;

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[1]Subs. by the A.O. 1950, for "Provincial".
[2]Ins. by s. 17, *ibid.*

(b) a certificate of fitness to work in a factory as an adult, if he is satisfied that the young person has completed his fifteenth year, and is fit for a full day's work in a factory:

Provided that unless the certifying surgeon has personal knowledge of the place where the young person proposes to work and of the manufacturing process in which he will be employed, he shall not grant or renew a certificate under this sub-section until he has examined such place.

(3) A certificate of fitness granted or renewed under sub-section (2)—

(a) shall be valid only for a period of twelve months from the date thereof;

(b) may be made subject to conditions in regard to the nature of the work in which the young person may be employed, or requiring re-examination of the young person before the expiry of the period of twelve months.

(4) A certifying surgeon shall revoke any certificate granted or renewed under sub-seciton (2) if in his opinion the holder of it is no longer fit to work in the capacity stated therein in a factory.

(5) Where a certifying surgeon refuses to grant or renew a certificate or a certificate of the kind requested or revokes a certificate, he shall, if so requested by any person who could have applied for the certificate or the renewal thereof, state his reasons in writing for so doing.

(6) Where a certificate under this section with reference to any young person is granted or renewed subject to such conditions as are referred to in clause (b) of sub-section (3), the young person shall not be required or allowed to work in any factory except in accordance with those conditions.

(7) Any fee payable for a certificate under this section shall be paid by the occupier and shall not be recoverable from the young person, his parents or guardian.

Effect of certificate of fitness granted to adolescent.

70. (1) An adolescent who has been granted a certificate of fitness to work in a factory as an adult under clause (b) of sub-section (2) of section 69, and who while at work in a factory carries a token giving reference to the certificate, shall be deemed to be an adult for all the purposes of Chapters VI and VIII:

[1][Provided that no such adolescent who has not attained the age of seventeen years shall be employed or permitted to work in any factory during night.

Explanation.—For the purpose of this sub-section "night" shall mean a period of at least twelve consecutive hours which shall include an interval of at least seven consecutive hours falling between 10 p.m. and 7 a.m.]

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[1]Added by Act 25 of 1954, s. 18.

(2) An adolescent who has not been granted a certificate of fitness to work in a factory as an adult under the aforesaid clause (b) shall, notwithstanding his age, be deemed to be a child for all the purposes of this Act.

Working hours for children.

71. (1) No child shall be employed or permitted to work, in any factory—

(a) for more than four and a half hours in any day;

[1][(b) during the night

Explanation —For the purpose of this sub-section 'night" shall mean a period of at least twelve consecutive hours which shall include the interval between 10 p m and 6 a.m.]

(2) The period of work of all children employed in a factory shall be limited to two shifts which shall not overlap or spread over more than five hours each, and each child shall be employed in only one of the relays which shall not, except with the previous permission in writing of the Chief Inspector, be changed more frequently than once in a period of thirty days

(3) The provisions of section 52 shall apply also to child workers and no exemption from the provisions of that section may be granted in respect of any child

(4) No child shall be required or allowed to work in any factory on any day on which he has already been working in another factory

Notice of periods of work for children.

72. (1) There shall be displayed and correctly maintained in every factory in which children are employed, in accordance with the provisions of sub section (2) of section 108 a notice of periods of work for children, showing clearly for every day the periods during which children may be required or allowed to work

(2) The periods shown in the notice required by sub-section (1) shall be fixed beforehand in accordance with the methods laid down for adult workers in section 61, and shall be such that children working for those periods would not be working in contravention of any of the provisions of section 71.

(3) The provisions of sub-sections (8), (9) and (10) of section 61 shall apply also to the notice required by sub-section (1) of this section

Register of child workers.

73. (1) The manager of every factory in which children are employed shall maintain a register of child workers, to be available to the Inspector at all times during working hours or when any work is being carried on in a factory, showing—

(a) the name of each child worker in the factory,

(b) the nature of his work,

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[1]Subs by s. 19, *ibid*, for the original cl. (b).

(c) the group, if any, in which he is included,

(d) where his group works on shifts, the relay to which he is allotted, and

(e) the number of his certificate of fitness granted under section 69

(2) The [1][State] Government may prescribe the form of the register of child workers, the manner in which it shall be maintained and the period for which it shall be preserved.

Hours of work to correspond with notice under section 72 and register under section 73.

74. No child shall be employed in any factory otherwise than in accordance with the notice of periods of work for children displayed in the factory and the entries made beforehand against his name in the register of child workers of the factory.

Power to require medical examination.

75. Where an Inspector is of opinion—

(a) that any person working in a factory without a certificate of fitness is a young person, or

(b) that a young person working in a factory with a certificate of fitness is no longer fit to work in the capacity stated therein.—

he may serve on the manager of the factory a notice requiring that such person or young person, as the case may be, shall be examined by a certifying surgeon, and such person or young person shall not, if the Inspector so directs, be employed, or permitted to work, in any factory until he has been so examined and has been granted a certificate of fitness or a fresh certificate of fitness, as the case may be, under section 69, or has been certified by the certifying surgeon examining him not to be a young person.

Power to make rules.

76. The [1][State] Government may make rules—

(a) prescribing the forms of certificates of fitness to be granted under section 69, providing for the grant of duplicates in the event of loss of the original certificates, and fixing the fees which may be charged for such certificates and renewals thereof and such duplicates;

(b) prescribing the physical standards to be attained by children and adolescents working in factories;

(c) regulating the procedure of certifying surgeons under this Chapter;

(d) specifying other duties which certifying surgeons may be required to perform in connection with the employment of young persons in factories, and fixing the fees which may be charged for such duties and the persons by whom they shall be payable.

Certain other provisions of law not barred. 26 of 1938.

77. The provisions of this Chapter shall be in addition to, and not in derogation of, the provisions of the Employment of Children Act, 1938.

[1]Subs. by the A.O. 1950, for "Provincial".

[1][CHAPTER VIII

Annual Leave with Wages

Application of Chapter.

78. (1) The provisions of this Chapter shall not operate to the prejudice of any right to which a worker may be entitled under any other law or under the terms of any award, agreement or contract of service:

Provided that when such award, agreement or contract of service provides for a longer annual leave with wages than provided in this Chapter, the worker shall be entitled only to such longer annual leave.

(2) The provisions of this Chapter shall not apply to workers in any workshop of any railway administered by the Government, who are governed by leave rules approved by the Central Government.

Annual leave with wages.

79. (1) Every worker who has worked for a period of 240 days or more in a factory during a calendar year shall be allowed during the subsequent calendar year, leave with wages for a number of days calculated at the rate of—

(i) if an adult, one day for every twenty days of work performed by him during the previous calendar year;

(ii) if a child, one day for every fifteen days of work performed by him during the previous calendar year.

Explanation 1.—For the purpose of this sub-section—

(a) any days of lay off, by agreement or contract or as permissible under the standing orders;

(b) in the case of a female worker, maternity leave for any number of days not exceeding twelve weeks; and

(c) the leave earned in the year prior to that in which the leave is enjoyed;

shall be deemed to be days on which the worker has worked in a factory for the purpose of computation of the period of 240 days or more, but he shall not earn leave for these days.

Explanation 2.—The leave admissible under this sub-section shall be exclusive of all holidays whether occurring during or at either end of the period of leave.

(2) A worker whose service commences otherwise than on the first day of January shall be entitled to leave with wages at the rate laid down in clause (i) or, as the case may be, clause (ii) of sub-section (1) if he has worked for two-thirds of the total number of days in the remainder of the calendar year.

(3) If a worker is discharged or dismissed from service during the course of the year he shall be entitled to leave with wages at the rates laid down in sub-section (1) even if he has not worked for the entire period specified in sub-section (1) of sub-section (2) entitling him to earn leave.

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[1]Chapter VIII (ss. 78 to 84) subs. by Act 25 of 1954, s. 20.

(4) In calculating leave under this section, fraction of leave of half a day or more shall be treated as one full day's leave, and fraction of less than half a day shall be omitted.

(5) If a worker does not in any one calendar year take the whole of the leave allowed to him under sub-section (1) or sub-section (2), as the case may be, any leave not taken by him shall be added to the leave to be allowed to him in the succeeding calendar year:

Provided that the total number of days of leave that may be carried forward to a succeeding year shall not exceed thirty in the case of an adult or forty in the case of a child:

Provided further that a worker, who has applied for leave with wages but has not been given such leave in accordance with any scheme laid down in sub-sections (8) and (9) shall be entitled to carry forward the unavailed leave without any limit.

(6) A worker may at any time apply in writing to the manager of a factory not less than fifteen days before the date on which he wishes his leave to begin, to take all the leave or any portion thereof allowable to him during the calendar year:

Provided that the application shall be made not less than thirty days before the date on which the worker wishes his leave to begin, if he is employed in a public utility service as defined in clause (n) of section 2 of the Industrial Disputes Act, 1947: 14 of 1947.

Provided further that the number of times in which leave may be taken during any year shall not exceed three.

(7) If a worker wants to avail himself of the leave with wages due to him to cover a period of illness, he shall be granted such leave even if the application for leave is not made within the time specified in sub-section (6); and in such a case wages as admissible under section 81 shall be paid not later than fifteen days, or in the case of a public utility service not later than thirty days from the date of the application for leave.

(8) For the purpose of ensuring the continuity of work, the occupier or manager of the factory, in agreement with the Works Committee of the factory constituted under section 3 of the Industrial Disputes Act, 1947, or a similar Committee constituted under any other Act or if there is no such Works Committee or a similar Committee in the factory, in agreement with the representatives of the workers therein chosen in the prescribed manner, may lodge with the Chief Inspector a scheme in writing whereby the grant of leave allowable under this section may be regulated. 14 of 1947.

(9) A scheme lodged under sub-section (8) shall be displayed at some conspicuous and convenient places in the factory and shall be in force for a period of twelve months from the date on which it comes into force, and may thereafter be renewed with or without modification for a further period of twelve months at a time, by the manager in agreement with

the Works Committee or a similar Committee, or as the case may be, in agreement with the representatives of the workers as specified in sub-section (8), and a notice of renewal shall be sent to the Chief Inspector before it is renewed.

(10) An application for leave which does not contravene the provisions of sub-section (6) shall not be refused, unless refusal is in accordance with the scheme for the time being in operation under sub-sections (8) and (9).

(11) If the employment of a worker who is entitled to leave under sub-section (1) or sub-section (2), as the case may be, is terminated by the occupier before he has taken the entire leave to which he is entitled, or if having applied for and having not been granted such leave, the worker quits his employment before he has taken the leave, the occupier of the factory shall pay him the amount payable under section 80 in respect of the leave not taken, and such payment shall be made, where the employment of the worker is terminated by the occupier, before the expiry of the second working day after such termination, and where a worker who quits his employment, on or before the next pay day.

(12) The unavailed leave of a worker shall not be taken into consideration in computing the period of any notice required to be given before discharge or dismissal.

Wages during leave period.

80. (1) For the leave allowed to him under section 79, a worker shall be paid at a rate equal to the daily average of his total full time earnings for the days on which he worked during the month immediately preceding his leave, exclusive of any overtime and bonus but inclusive of dearness allowance and the cash equivalent of the advantage accruing through the concessional sale to the worker of foodgrains and other articles.

(2) The cash equivalent of the advantage accruing through the concessional sale to the worker of foodgrains and other articles shall be computed as often as may be prescribed, on the basis of the maximum quantity of foodgrains and other articles admissible to a standard family.

Explanation 1.—"Standard family" means a family consisting of a worker, his or her spouse and two children below the age of fourteen years requiring in all three adult consumption units.

Explanation 2.—"Adult consumption unit" means the consumption unit of a male above the age of fourteen years; and the consumption unit of a female above the age of fourteen years and that of a child below the age of fourteen years shall be calculated at the rates of .8 and .6 respectively of one adult consumption unit.

(3) The State Government may make rules prescribing—

(a) the manner in which the cash equivalent of the advantage accruing through the concessional sale to a worker of foodgrains and other articles shall be computed; and

(b) the registers that shall be maintained in a factory for the purpose of securing compliance with the provisions of this section.

Payment in advance in certain cases.

81. A worker who has been allowed leave for not less than four days, in the case of an adult, and five days, in the case of a child, shall, before his leave begins, be paid the wages due for the period of the leave allowed.

Mode of recovery of unpaid wages.

82. Any sum required to be paid by an employer, under this Chapter but not paid by him shall be recoverable as delayed wages under the provisions of the Payment of Wages Act, 1936.

4 of 1936.

Power to make rules.

83. The State Government may make rules directing managers of factories to keep registers containing such particulars as may be prescribed and requiring the registers to be made available for examination by Inspectors

Power to exempt factories.

84. Where the State Government is satisfied that the leave rules, applicable to workers in a factory provide benefits which in its opinion are not less favourable than those for which this Chapter makes provision it may, by written order, exempt the factory from all or any of the provisions of this Chapter subject to such conditions as may be specified in the order]

CHAPTER IX

SPECIAL PROVISIONS

Power to apply the Act to certain premises.

85. (1) The [1][State] Government may, by notification in the Official Gazette, declare that all or any of the provisions of this Act shall apply to any place wherein a manufacturing process is carried on with or without the aid of power or is so ordinarily carried on, notwithstanding that—

(i) the number of persons employed therein is less than ten, if working with the aid of power and less than twenty if working without the aid of power, or

(ii) the persons working therein are not employed by the owner thereof but are working with the permission of, or under agreement with, such owner

Provided that the manufacturing process is not being carried on by the owner only with the aid of his family

(2) After a place is so declared, it shall be deemed to be a factory for the purposes of this Act, and the owner shall be deemed to be the occupier, and any person working therein, a worker.

Explanation.—For the purposes of this section, "owner" shall include a lessee or mortgagee with possession of the premises

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[1]Subs. by the A.O. 1950, for "Provincial".

Power to exempt public institutions.

86. The [1][State] Government may exempt, subject to such conditions as it may consider necessary, any workshop or workplace where a manufacturing process is carried on and which is attached to a public institution maintained for the purposes of education, training or reformation, from all or any of the provisions of this Act:

Provided that no exemption shall be granted from the provisions relating to hours of work and holidays, unless the persons having the control of the institution submit, for the approval of the [1][State] Government, a scheme for the regulation of the hours of employment, intervals for meals, and holidays of the persons employed in or attending the institution or who are inmates of the institution, and the [1][State] Government is satisfied that the provisions of the scheme are not less favourable than the corresponding provisions of this Act.

Dangerous operations.

87. Where the [1][State] Government is of opinion that any operation carried on in a factory exposes any persons employed in it to a serious risk of bodily injury, poisoning or disease, it may make rules applicable to any factory or class or description of factories in which the operation is carried on—

(a) specifying the operation and declaring it to be dangerous;

(b) prohibiting or restricting the employment of women, adolescents or children in the operation;

(c) providing for the periodical medical examination of persons employed, or seeking to be employed, in the operation, and prohibiting the employment of persons not certified as fit for such employment;

(d) providing for the protection of all persons employed in the operations or in the vicinity of the places where it is carried on;

(e) prohibiting, restricting or controlling the use of any specified materials or processes in connection with the operation.

Notice of certain accidents.

88. Where in any factory an accident occurs which causes death, or which causes any bodily injury by reason of which the person injured is prevented from working for a period of forty-eight hours or more immediately following the accident, or which is of such nature as may be prescribed in this behalf, the manager of the factory shall send notice thereof to such authorities, and in such form and within such time, as may be prescribed.

Notice of certain diseases.

89. (1) Where any worker in a factory contracts any disease specified in the Schedule, the manager of the factory shall send notice thereof to such authorities, and in such form and within such time, as may be prescribed.

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[1]Subs. by the A.O. 1950, for "Provincial".

(2) If any medical practitioner attends on a person who is or has been employed in a factory, and who is, or is believed by the medical practitioner to be, suffering from any disease specified in the Schedule, the medical practitioner shall without delay send a report in writing to the office of the Chief Inspector stating—

(a) the name and full postal address of the patient,

(b) the disease from which he believes the patient to be suffering, and

(c) the name and address of the factory in which the patient is, or was last, employed.

(3) Where the report under sub-section (2) is confirmed to the satisfaction of the Chief Inspector, by the certificate of a certifying surgeon or otherwise, that the person is suffering from a disease specified in the Schedule, he shall pay to the medical practitioner such fee as may be prescribed, and the fee so paid shall be recoverable as an arrear of land-revenue from the occupier of the factory in which the person contracted the disease.

(4) If any medical practitioner fails to comply with the provisions of sub-section (2), he shall be punishable with fine which may extend to fifty rupees.

Power to direct enquiry into cases of accident or disease.

90. (1) The [1][Stae] Government may, if it considers it expedient so to do, appoint a competent person to inquire into the causes of any accident occuring in a factory or into any case where a disease specified in the Schedule has been or is suspected to have been, contracted in a factory, and may also appoint one or more persons possessing legal or special knowledge to act as assessors in such injury.

(2) The person appointed to hold an inquiry under this section shall have all the powers of a Civil Court under the Code of Civil Procedure, 1908, for the purposes of enforcing the attendance of witnesses and compelling the production of documents and material objects, and may also, so far as may be necessary for the purposes of the inquiry, exercise any of the powers of an Inspector under this Act; and every person required by the person making the inquiry to furnish any information shall be deemed to be legally bound so to do within the meaning of section 176 of the Indian Penal Code.

5 of 1908.

45 of 1860.

(3) The person holding an inquiry under this section shall make a report to the [1][State] Government stating the causes of the accident, or as the case may be, disease, and any attendant circumstances, and adding any observations which he or any of the assessors may think fit to make.

(4) The [1][State] Government may, if it thinks fit, cause to be published any report made under this section or any extracts therefrom.

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[1]Subs. by the A.O. 1950, for "Provincial".

(5) The [1][State] Government may make rules for regulating the procedure at inquiries under this section.

Power to take samples.

91. (1) An Inspector may at any time during the normal working hours of a factory, after informing the occupier or manager of the factory or other person for the time being purporting to be in charge of the factory, take in the manner hereinafter provided a sufficient sample of any substance used or intended to be used in the factory, such use being—

(a) in the belief of the Inspector in contravention of any of the provisions of this Act or the rules made thereunder, or

(b) in the opinion of the Inspector likely to cause bodily injury to, or injury to the health of, workers in the factory.

(2) Where the Inspector takes a sample under sub-section (1), he shall, in the presence of the person informed under that sub-section unless such person wilfully absents himself, divide the sample into three portions and effectively seal and suitably mark them, and shall permit such person to add his own seal and mark thereto.

(3) The person informed as aforesaid shall, if the Inspector so requires, provided the appliances for dividing, sealing and marking the sample taken under this section.

(4) The Inspector shall—

(a) forthwith give one portion of the sample to the person informed under sub-section (1);

(b) forthwith send the second portion to a Government Analyst for analysis and report thereon;

(c) retain the third portion for production to the Court before which proceedings, if any, are instituted in respect of the substance.

(5) Any document purporting to be a report under the hand of any Government Analyst upon any substance submitted to him for analysis and report under this section, may be used as evidence in any proceedings instituted in respect of the substance.

CHAPTER X

Penalties and Procedure

General penalty for offences.

92. Save as is otherwise expressly provided in this Act and subject to the provisions of section 93, if in, or in respect of, any factory there in any contravention of any of the provisions of this Act or of any rule made thereunder or of any order in writing given thereunder, the occupier and manager of the factory shall each be guilty of an offence and punishable with imprisonment for a term which may extend to

[1]Subs. by the A.O. 1950, for "Provincial."

three months or with fine which may extend to five hundred rupees or with both, and if the contravention is continued after conviction, with a further fine which may extend to seventy-five rupees for each day on which the contravention is so continued.

Liability of owner of premises in certain circumstances.

[1][**93.** (1) Where in any premises separate buildings are leased to different occupiers for use as separate factories, the owner of the premises shall be responsible for the provision and maintenance of common facilities and services, such as approach roads, drainage water supply, lighting and sanitation.

(2) The Chief Inspector shall have, subject to the control of the State Government power to issue orders to the owner of the premises in respect of the carrying out of the provisions of sub-section (1).

(3) Where in any premises, independent or self-contained, floor or flats are leased to different occupiers for use as separate factories the owner of the premises shall be liable as if he were the occupier or manager of a factory, for any contravention of the provisions of this Act in respect of—

(i) latrines, urinals and washing facilities in so far as the maintenance of the common supply of water for these purposes is concerned,

(ii) fencing of machinery and plant belonging to the owner and not specifically entrusted to the custody or use of an occupier,

(iii) safe means of access to the floors or flats and maintenance and cleanliness of staircases and common passages;

(iv) precautions in case of fire

(v) maintenance of hoists and lifts, and

(vi) maintenance of any other common facilities provided in the premises

(4) The Chief Inspector shall have, subject to the control of the State Government, power to issue orders to the owner of the premises in respect of the carrying out the provisions of sub-section (3)

(5) The provisions of sub-section (3) relating to the liability of the owner shall apply where in any premises independent rooms with common latrines, urinals and washing facilities are leased to different occupiers for use as separate factories:

Provided that the owner shall be responsible also for complying with the requirements relating to the provision and maintenance of latrines, urinals and washing facilities.

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[1]Subs. by Act 25 of 1954, s. 21, for s. 93.

(6) The Chief Inspector shall have, subject to the control of the State Government, the power to issue orders to the owner of the premises referred to in sub-section (5) in respect of the carrying out of the provisions of section 46 or section 48.

(7) Where in any premises portions of a room or a shed are leased to different occupier for use as separate factories, the owner of the premises shall be liable for any contravention of the provisions of—

(i) Chapter III, except sections 14 and 15;

(ii) Chapter IV, except sections 22, 23, 27, 34, 35 and 36:

Provided that in respect of the provisions of sections 21, 24 and 32 the owner's liability shall be only in so far as such provisions relate to things under his control:

Provided further that the occupier shall be responsible for complying with the provisions of Chapter IV in respect of plant and machinery belonging to or supplied by him;

(iii) section 42.

(8) The Chief Inspector shall have, subject to the control of the State Government, power to issue orders to the owner of the premises in respect of the carrying out the provisions of sub-section (7).

(9) In respect of sub-sections (5) and (7), while computing for the purposes of any of the provisions of this Act the total number of workers employed, the whole of the premises shall be deemed to be a single factory.]

Enhanced penalty after previous conviction.

94. If any person who has been convicted of any offence punishable under section 92 is again guilty of an offence involving a contravention of the same provision, he shall be punishable on a subsequent conviction with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both:

Provided that for the purposes of this section no cognizance shall be taken of any conviction made more than two years before the commission of the offence which is being punished.

Penalty for obstructing Inspector.

95. Whoever wilfully obstructs an Inspector in the exercise of any power conferred on him by or under this Act, or fails to produce on demand by an Inspector any registers or other documents in his custody kept in pursuance of this Act or of any rules made thereunder, or conceals or prevents any worker in a factory from appearing before, or being examined by, an Inspector, shall be punishable with imprisonment for a term which may extend to three months or with fine which may extend to five hundred rupees or with both

96. Whoever, except in so far as it may be necessary for the purposes of a prosecution for any offence punishable under this Act, publishes or discloses to any person the results of an analysis made under section 91, shall be punishable with imprisonment for a term which may extend to three months or with fine which may extend to five hundred rupees or with both. **Penalty for wrongfully disclosing results of analysis under section 91.**

97. (1) Subject to the provisions of section 111, if any worker employed in a factory contravenes any provision of this Act or any rules or orders made thereunder, imposing any duty or liability on workers, he shall be punishable with fine which may extend to twenty rupees. **Offences by workers.**

(2) Where a worker is convicted of an offence punishable under sub-section (1) the occupier or manager of the factory shall not be deemed to be guilty of an offence in respect of that contravention, unless it is proved that he failed to take all reasonable measures for its prevention.

98. Whoever knowingly uses or attempts to use, as a certificate of fitness granted to himself under section 70, a certificate granted to another person under that section, or who, having procured such a certificate, knowingly allows it to be used, or an attempt to use it to be made, by another person, shall be punishable with imprisonment for a term which may extend to one month or with fine which may extend to fifty rupees or with both. **Penalty for using false certificate of fitness.**

99. If a child works in a factory on any day on which he has already been working in another factory, the parent or guardian of the child or the person having custody of or control over him or obtaining any direct benefit from his wages, shall be punishable with fine which may extend to fifty rupees, unless it appears to the Court that the child so worked without the consent or connivance of such parent, guardian or person. **Penalty for permitting double employment of child.**

100. (1) Where the occupier of a factory is a firm or other association of individuals, any one of the individual partners or members thereof may be prosecuted and punished under this Chapter for any offence for which the occupier of the factory is punishable: **Determination of occupier in certain cases.**

Provided that the firm or association may give notice to the Inspector that it has nominated one of its members, residing within [1] * * * India to be the occupier of the factory for the purposes of this Chapter, and such individual shall, so long as he is so resident, be deemed to be the occupier of the factory for the purposes of this Chapter, until further notice cancelling his nomination is received by the Inspector or until he ceases to be a partner or member of the firm or association.

(2) Where the occupier of a factory is a company, any one of the directors thereof, or in the case of a private company, any one of the shareholders thereof, may be prosecuted

[1]The words "the Provinces of" omitted by the A.O. 1950.

and punished under this Chapter for any offence for which the occupier of the factory is punishable:

Provided that the company may give notice to the Inspector that it has nominated a director, or in the case of a private company, a shareholder, who is resident in either case within [1] * * * India, to be the occupier of the factory for the purposes of this Chapter, and such director or shareholder, as the case may be, shall, so long as he is so resident, be deemed to be the occupier of the factory for the purposes of this Chapter, until further notice cancelling his nomination is received by the Inspector or until he ceases to be a director or shareholder.

(3) Where the owner of any premises or building referred to in section 93 is not an individual, the provisions of this section shall apply to such owner as they apply to occupiers of factories who are not individuals.

Exemption of occupier or manager from liability in certain cases.

101. Where the occupier or manager of a factory is charged with an offence punishable under this Act, he shall be entitled, upon complaint duly made by him and on giving to the prosecutor not less than three clear days' notice in writing of his intention so to do, to have any other person whom he charges as the actual offender brought before the Court at the time appointed for hearing the charge; and if, after the commission of the offence has been proved, the occupier or manager of the factory, as the case may be, proves to the satisfaction of the Court—

(*a*) that he has used due diligence to enforce the execution of this Act, and

(*b*) that the said other person committed the offence in question without his knowledge, consent or connivance,—

that other person shall be convicted of the offence and shall be liable to the like punishment as if he were the occupier or manager of the factory, and the occupier or manager, as the case may be, shall be discharged from any liability under this Act in respect of such offence:

Provided that in seeking to prove as aforesaid, the occupier or manager of the factory, as the case may be, may be examined on oath, and his evidence and that of any witness whom he calls in his support shall be subject to cross-examination on behalf of the person he charges as the actual offender and by the prosecutor:

Provided further that, if the person charged as the actual offender by the occupier or manager cannot be brought before the Court at the time appointed for hearing the charge, the Court shall adjourn the hearing from time to time for a period not exceeding three months and if by the end of the said period the person charged as the actual offender cannot still be brought before the Court, the Court shall proceed to hear the charge against the occupier or manager and shall, if the offence be proved, convict the occupier or manager.

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[1]The words "the Provinces of" omitted by the A. O. 1950.

Power of Court to make orders.

102. (1) Where the occupier or manager of a factory is convicted of an offence punishable under this Act the Court may, in addition to awarding any punishment, by order in writing require him, within a period specified in the order (which the Court may, if it thinks fit and on application in such behalf, from time to time extend) to take such measures as may be so specified for remedying the matters in respect of which the offence was committed

(2) Where an order is made under sub-section (1) the occupier or manager of the factory, as the case may be, shall not be liable under this Act in respect of the continuation of the offence during the period or extended period, if any, allowed by the Court, but if, on the expiry of such period or extended period as the case may be, the order of the Court has not been fully complied with, the occupier or manager, as the case may be, shall be deemed to have committed a further offence and may be sentenced thereon by the Court to undergo imprisonment for a term which may extend to six months or to pay a fine which may extend to one hundred rupees for every day after such expiry on which the order has not been complied with or both to undergo such imprisonment and to pay such fine as aforesaid

Presumption as to employment.

103. If a person is found in a factory at any time except during intervals for meals or rest, when work is going on or the machinery is in motion, he shall until the contrary is proved, be deemed for the purposes of this Act and the rules made thereunder to have been at that time employed in the factory

Onus as to age.

104. (1) When any act or omission would if a person were under a certain age be an offence punishable under this Act, and such person is in the opinion of the Court prima facie under such age, the burden shall be on the accused to prove that such person is not under such age

(2) A declaration in writing by a certifying surgeon relating to a worker that he has personally examined him and believes him to be under the age stated in such declaration shall, for the purposes of this Act and the rules made thereunder, be admissible as evidence of the age of that worker

Cognizance of offences.

105. (1) No Court shall take cognizance of any offence under this Act except on complaint by or with the previous sanction in writing of, an Inspector

(2) No Court below that of a Presidency Magistrate or of a Magistrate of the first class shall try any offence punishable under this Act

Limitation of prosecutions.

106. No Court shall take cognizance of any offence punishable under this Act unless complaint thereof is made within three months of the date on which the alleged commission of the offence came to the knowledge of an Inspector

Provided that where the offence consists of disobeying a written order made by an Inspector, complaint thereof may be made within six months of the date on which the offence is alleged to have been committed.

CHAPTER XI

SUPPLEMENTAL

Appeals.

107. (1) The manager of a factory on whom an order in writing by an Inspector has been served under the provisions of this Act or the occupier of the factory may, within thirty days of the service of the order, appeal against it to the prescribed authority, and such authority may, subject to rules made in this behalf by the [1][State] Government, confirm, modify or reverse the order.

(2) Subject to rules made in this behalf by the [1][State] Government (which may prescribe classes of appeals which shall not be heard with the aid of assessors) the appellate authority may, or if so required in the petition of appeal shall, hear the appeal with the aid of assessors, one of whom shall be appointed by the appellate authority, and the other by such body representing the industry concerned as may be prescribed:

Provided that if no assessor is appointed by such body before the time fixed for hearing the appeal, or if the assessor so appointed fails to attend the hearing at such time, the appellate authority may, unless satisfied that the failure to attend is due to sufficient cause, proceed to hear the appeal without the aid of such assessor or, if it thinks fit, without the aid of any assessor.

(3) Subject to such rules as the [1][State] Government may make in this behalf and subject to such conditions as to partial compliance or the adoption of temporary measures as the appellate authority may in any case think fit to impose, the appellate authority may, if it thinks fit, suspend the order appealed against pending the decision of the appeal.

Display of notices.

108. (1) In addition to the notices required to be displayed in any factory by or under this Act, there shall be displayed in every factory a notice containing such abstracts of this Act and of the rules made thereunder as may be prescribed and also the name and address of the Inspector and the certifying surgeon.

(2) All notices required by or under this Act to be displayed in a factory shall be in English and in a language understood by the majority of the workers in the factory, and shall be displayed at some conspicuous and convenient place at or near the main entrance to the factory, and shall be maintained in a clean and legible condition.

(3) The Chief Inspector may, by order in writing served on the manager of any factory, require that there shall be displayed in the factory any other notice or poster relating to the health, safety or welfare of the workers in the factory.

Service of notices.

109. The [1][State] Government may make rules prescribing the manner of the service of orders under this Act on owners, occupiers or managers of factories.

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[1]Subs. by the A.O. 1950, for "Provincial".

Returns.

110. The [1][State] Government may make rules requiring owners, occupiers or managers of factories to submit such returns, occasional or periodical, as may in its opinion be required for the purposes of this Act.

Obligations of workers.

111. (1) No worker in a factory—

(*a*) shall wilfully interfere with or misuse any appliance, convenience or other thing provided in a factory for the purposes of securing the health, safety or welfare of the workers therein,

(*b*) shall wilfully and without reasonable cause do anything likely to endanger himself or others, and

(*c*) shall wilfully neglect to make use of any appliance or other thing provided in the factory for the purposes of securing the health or safety of the workers therein.

(2) If any worker employed in a factory contravenes any of the provisions of this section or of any rule or order made thereunder, he shall be punishable with imprisonment for a term which may extend to three months or with the fine which may extend to one hundred rupees, or with both

General power to make rules.

112. The [1][State] Government may make rules providing for any matter which, under any of the provisions of this Act, is to be or may be prescribed or which may be considered expedient in order to give effect to the purposes of this Act

Powers of Centre to give directions.

113. The Central Government may give directions to a [1][State] Government as to the carrying into execution of the provisions of this Act.

No charge for facilities and conveniences.

114. Subject to the provisions of section 46 no fee or charge shall be realised from any worker in respect of any arrangements or facilities to be provided, or any equipments or appliances to be supplied by the occupier under the provisions of this Act

Publication of rules.

115. All rules made under this Act shall be published in the Official Gazette, and shall be subject to the condition of previous publication, and the date to be specified under clause (3) of section 23 of the General Clauses Act, 1897, shall be not less than three months from the date on which the draft of the proposed rules was published

10 of 1897.

Application of Act to Government factories.

116. Unless otherwise provided this Act shall apply to factories belonging to the Central or any [1][State] Government

Protection to persons acting under this Act.

117. No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act.

Restriction on disclosure of information.

118. (1) No Inspector shall, while in service or after leaving the service, disclose otherwise than in connection with the execution, or for the purposes, of this Act any information relating to any manufacturing or commercial business or any working process which may come to his knowledge in the course of his official duties.

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[1]Subs. by the A.O. 1950, for "Provincial"

(2) Nothing in sub-section (1) shall apply to any disclosure of information made with the previous consent in writing of the owner of such business or process or for the purposes of any legal proceeding (including arbitration) pursuant to this Act or of any criminal proceeding which may be taken, whether pursuant to this Act or otherwise, or for the purposes of any report of such proceedings as aforesaid.

(3) If any Inspector contravenes the provisions of sub-section (1) he shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

119. [*Amendment of section* 3, *Act* 26 *of* 1938.] *Rep. by the Repealing and Amending Act*, 1950 (35 *of* 1950), *s.* 2 *and Sch. I.*

Repeal and savings.

120. The enactments set out in the Table appended to this section are hereby repealed:

Provided that anything done under the said enactments which could have been done under this Act if it had then been in force shall be deemed to have been done under this Act.

TABLE.—[*Enactments repealed.*] *Rep. by the Repealing and Amending Act*, 1950 (35 *of* 1950), *s.* 2 *and Sch. I.*

THE SCHEDULE

(*See sections* 89 *and* 90)

List of Notifiable Diseases

1. Lead poisoning, including poisoning by any preparation or compound of lead or their sequelae.
2. Lead tetra-ethyl poisoning.
3. Phosphorus poisoning or its sequelae.
4. Mercury poisoning or its sequelae.
5. Manganese poisoning or its sequelae.
6. Arsenic poisoning or its sequelae.
7. Poisoning by nitrous fumes.
8. Carbon bisulphide poisoning.
9. Benzene poisoning, including poisoning by any of its homologues, their nitro or anido derivatives or its sequalae.
10. Chrome ulceration or its sequelae.
11. Anthrax.
12. Silicosis.
13. Poisoning by halogens or halogen derivatives of the hydrocarbons of the aliphatic series.
14. Pathological manifestations due to—
    (a) radium or other radio-active substances;
    (b) X-rays.
15. Primary epitheliomatous cancer of the skin.
16. Toxic anaemia.
17. Toxic jaundice due to poisonous substances.

APPENDIX No. 17A.

[Excerpts from the West Bengal Factories Rules, 1958, for guidance of factories in West Bengal Jails.]

THE WEST BENGAL FACTORIES RULES, 1958

CHAPTER I

PRELIMINARY

1. **Short title, extent and commencement.** – (1) These rules may be cited as the West Bengal Factories Rules, 1958.

(2) These rules shall extend to the whole of West Bengal.

(3) Save as otherwise expressly provided elsewhere in these rules, these rules shall come into force at once.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context :—

(*a*) "The Act" means the Factories Act, 1948, and "section" means a section of the Act;

(*b*) "Artificial Humidification" means the introduction of moisture into the air of a room by any artificial means whatsoever, except the unavoidable escape of steam or water vapour into the atmosphere directly due to a manufacturing process:

Provided that the introduction of air directly from outside through moistened mats or screens placed in openings at times when the temperature of the room is 80 degrees or more, shall not be deemed to be artificial humidification.

(*c*) "Belt" includes any driving strap or rope.

(*d*) "Chief Inspector", means an officer appointed under sub-section (2) of section 8 of the Act and includes "Deputy Chief Inspector".

(*e*) "Degrees" (of temperature) means degrees on the Fahrenheit scale.

(*f*) "District Magistrate" includes such other official as may be appointed by the State Government in that behalf.

(*g*) "Form" means a form appended to these rules.

(*h*) "Fume" includes gas or vapour.

(*i*) "Hygrometer" means an accurate wet and dry bulb hygrometer conforming to the prescribed conditions as regards constructions and maintenance.

(*j*) "Inspector" means an officer appointed under sub-section (1) of section 8 of the Act and includes the "Chief Inspector", "Deputy Chief Inspector" and "Medical Inspector of Factories".

(*k*) "Maintained" means maintained in an efficient state, in efficient working order and in good repair.

(*l*) "Septic tank latrine" means a latrine of the Septic tank type, together with its filter beds, and includes activated sludge latrines and aero-bacterial latrines.

Rules 3 to 12 prescribed under sub-section (1) of section 6.

3. **Approval of site and plan.**—(1) No building shall be constructed, extended or taken into use as a factory or a part of a factory on any site unless previous permission in writing has been obtained from the State Government or the Chief Inspector for such construction, extension or use of the building on such site.

Application for such permission shall be made as nearly as possible in Form No. 1 which shall be accompanied by the following documents:—

(*a*) A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages.

(*b*) Plans in duplicate showing—

(*i*) the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, etc.; and,

(*ii*) the plan, elevation and necessary cross-sections of the various buildings drawn to scale indicating all relevant details relating to construction of walls and roofing, natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage ways.

(*c*) Such other particulars as the Chief Inspector may require.

(2) If the Chief Inspector is satisfied that the plans are in consonance with the requirements of the Act he shall, subject to such conditions as he may specify, approve them by signing and returning to the applicant one copy of each plan; or he may call for such other particulars as he may require to enable such approval to be given.

(3) No deviation of any kind from approved plans shall be made without the written permission of the Chief Inspector.

4 **Application for registration and grant of licence.**—(1) The occupier of every factory shall submit to the Chief Inspector an application as nearly as possible in Form No 2, in duplicate, for its registration and grant of licence

Provided that—

(*a*) in the case of any factory already in existence but in respect of which application for registration and grant of licence has not been submitted, the aforesaid application shall be submitted within fifteen days from the date of enforcement of these rules, or,

(*b*) in the case of any factory which comes into existence and in use on the date of coming into force of these rules or on any date thereafter, the aforesaid application shall be submitted at least fifteen days before the occupier begins to occupy or use any premises as a factory

(2) Notwithstanding anything in sub-rule (1) it shall not be necessary for the occupier of any such factory to submit the application before the expiry of fifteen days from the date of enforcement of these rules

5 **Grant of licence.**—(1) A licence for a factory shall be granted by the Chief Inspector as nearly as possible in Form No 3 and on payment of the fees specified in the Schedules A ** and C hereto Provided that the fee payable by a factory declared under section 85 of the Act for grant of licence shall be ten rupees

(2) Every licence granted or renewed under this Chapter shall remain in force up to the 31st of December of the year for which the licence is granted or renewed

(3) The licence or a copy of it shall be framed and displayed in the factory at a conspicuous place near the main entrance.

SCHEDULE A

Scale of fees payable for Licence and Annual Renewal of Licence by factories defined under section 2(m)(i) of the Factories Act, 1948, other than Electricity Generating Stations.

	Total amount of Rated H P installed			Maximum number of workers to be employed on any day during the year													
				1	2	3	4	5	6	7	8	9	10	11	12	13	14
	10 or under	Over	Not over	10 to 20	21 to 50	51 to 100	101 to 250	251 to 500	501 to 750	751 to 1 000	1 001 to 1 500	1 501 to 2 000	2 001 to 3 000	3 001 to 5,000	5,001 to 7,500	7,501 to 10,000	10,001 & over
				Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs
A	10 or under			25	50	75	150	300	450	600	750	1 000	1,250	1 500	2,000	2,500	3,000
B		10	50	35	60	85	200	350	500	650	800	1 250	1 500	1,750	2,250	2,750	3,250
C.		50	100	45	70	95	210	360	525	675	825	1 300	1 550	1 800	2 300	2,800	3,300
D		100	250	55	80	105	220	370	550	700	850	1 350	1 600	1 850	2 400	2 900	3,400
E		250	500	75	100	125	240	390	570	750	900	1 400	1 650	1 900	2 500	3 000	3,500
F		500	1 000	95	120	145	260	410	590	800	950	1 450	1 700	1 950	2,600	3,100	3,600
G		1 000	2 000	115	140	165	280	430	610	850	1 000	1,500	1 750	2 000	2,700	3,200	3,700
H		2 000	5 000	135	160	185	300	450	630	900	1 100	1 600	1 850	2,200	2,900	3,500	4,000
I		5 000	10 000	165	190	215	330	480	660	1 000	1 200	1 800	2 050	2 400	3,100	3 800	4 300
J		10 000	and over	195	220	245	360	510	690	1 100	1 300	2,000	2,250	2,600	3,300	4,100	4 600

SCHEDULE C

Scale of fees payable for licence and Annual Renewal of Licence by factories wherein no power is used, i.e., "factories" as defined in section 2(m)(ii) of the Factories Act, 1948.

	Maximum number of workers to be employed on any day during the year.	Fee payable. Rs.
A	20 to 30	10
B	31 to 50	25
C	51 to 100	50
D	101 to 200	75
E	201 to 300	100
F	301 to 500	175
G	501 to 750	200
H	751 to 1,000	250
I	All over 1,000, without any upward limit	300

Provided that if the fee for renewal of a licence is not deposited within the time specified in sub-rule (2) of rule 7, then notwithstanding any other action which may be taken, the amount of the fee payable for renewal of the licence shall be 25 per cent. in excess of the amount which would otherwise be payable, so, however, that the Chief Inspector may waive payment of excess fee if he is satisfied that there was sufficient reason for delay in payment.

Provided further that if part of the renewal fee is paid within the time specified then the 25 per cent. excess shall only be payable on the balance due.

6. **Amendment of licence.**—(1) A licence granted under rule 5 may be amended by the Chief Inspector.

(2) A licencee whose licence requires to be amended by virtue of increase in the number of workers employed or additional power installed shall submit it to the Chief Inspector with an application as nearly as possible in Form No. 2 stating the nature of amendment. Fee for such amendment shall be five rupees plus the amount by which the fee payable for the amended licence exceeds the fee originally paid for the licence.

7. **Renewal of licence.**—(1) A licence may be renewed by the Chief Inspector.

(2) Every application for renewal shall be submitted as nearly as possible in Form No. 2, in duplicate, on or before the 31st of December, every year.

(3) The fee that shall be charged for the renewal of a licence shall be subject to the scale of fees laid down in the Schedule A, * * Schedule C, or ten rupees as may then be applicable to the factory in respect of which application for renewal of licence is submitted to the Chief Inspector.

11. **Loss of licence.**—Where a licence granted under these rules is lost or accidentally destroyed, a duplicate may be granted on payment of a fee of rupees five.

12. **Payment of fees.**—(1) Every application under these rules shall be accompanied by a treasury receipt showing that the appropriate fee has been paid into the local treasury under the head of account XXXVI—Miscellaneous Department (Provincial)—Fees realised under Factories Act, 1948.

(2) If an application for the grant, renewal, amendment or transfer of a licence is rejected, the fee paid shall be refunded to the applicant, on a pay order issued by the Chief Inspector of Factories.

CHAPTER II

Inspecting Staff

Rule prescribed under section 9.

15. **Powers of Inspectors.**—An Inspector shall, for the purpose of the execution of the Act, have power to do all or any of the following things, that is to say:—

(*a*) to photograph any worker, to inspect, examine, measure, copy, photograph, sketch or test, as the case may be, any building or room, any plant, machinery, appliance or apparatus, any register or document, or anything provided for the purpose of securing the health, safety or welfare of the workers employed in a factory;

(*b*) in the case of an Inspector who is a duly qualified medical practitioner, to carry out such medical examinations as may be necessary for the purposes of his duties under the Act:

Provided that the powers of the District Magistrates and such other public officers as are appointed to be Additional Inspectors shall be generally limited to the inspection of factories in respect of the following matters, namely:—

Cleanliness (section 11), Over-crowding (section 16), Lighting (section 17), Drinking water (section 18), Latrines and Urinals (section 19), Spittoons (section 20), Precautions in the case of fire (section 38), Welfare (Chapter V), Working hours of adults (Chapter VI except the power of exemption under the proviso to section 62), Employment of young persons (Chapter VII), Leave with wages (Chapter VIII) and Display of notices (section 108).

Rule prescribed under sub-section (4) of section 10 and section 76.

16. **Duties of Certifying Surgeon.**—(3) The Certifying Surgeon shall, upon request by the Chief Inspector, carry out such examination and furnish him with such report as he may indicate, for any factory or class or description of factories where—

(*a*) cases of illness have occurred which it is reasonable to believe are due to the nature of the manufacturing process carried on, or other conditions of work prevailing therein, or

(*b*) by reason of any change in the manufacturing process carried on, or in the substances used therein, or by reason of the adoption of any new manufacturing process or of any new substance for use in a manufacturing process, there is a likelihood of injury to the health of workers employed in that manufacturing process, or

(*c*) young persons are, or are about to be, employed in any work which is likely to cause injury to their health.

(4) For the purpose of the examination of persons employed in processes covered by the rules relating to Dangerous Operations, the Certifying Surgeon shall visit the factories within the local limits assigned to him at such intervals as are prescribed by the rules relating to such dangerous operations.

(5) At such visits the Certifying Surgeon shall examine the persons employed in such processes and shall record the results of his examination in a Register known as the Health Register which shall be kept in Form No. 17 by the factory manager and produced to the Certifying Surgeon at each visit.

(6) If the Certifying Surgeon finds as a result of his examination that any person employed in such process is no longer fit for medical reasons to work in that process, he shall suspend such person from working in that process for such time as he may think fit and no person after suspension shall be employed in that process without the written sanction of the Certifying Surgeon in the Health Register.

(7) The Manager of a factory shall afford to the Certifying Surgeon facilities to inspect any process in which any person is employed or is likely to be employed.

(8) The Manager of a factory shall provide for the purpose of any medical examination which the Certifying Surgeon wishes to conduct at the factory (for his exclusive use on the occassion of an examination) a room which shall be properly cleaned and adequately ventilated and lighted and furnished with a screen, a table (with writing materials) and chairs.

CHAPTER III

HEALTH

Rule prescribed under section 11 (1) (d) (ii).

17. In every factory all inside walls and partitions, all ceilings or tops of rooms and all walls, sides and tops of passages and staircases, if painted, varnished or having a smooth impervious surface, shall be washed with water once in every period of fourteen months, if necessary, by soap and brush.

Register prescribed under sub-section (1) of section 11.

18. **Record of white washing, etc.**—The record of dates on which white washing, colour-washing, varnishing, etc., are carried out shall be entered in a Register maintained as early as possible in Form No. 6.

Rule prescribed under sub-section (2) of section 12.

19. In the case of a factory situated in a place where no public sewerage system exists, prior approval of the arrangements made for the disposal of trade-wastes and effluents shall be obtained from the Chief Inspector of Factories who shall act in this behalf in consultation with the Directorate of Health Services, West Bengal.

Rule 31 prescribed under sub-section (4) of section 17.

31 **Lighting of interior parts.**—(1) The general illumination over those interior parts of a factory where persons are regularly employed shall be not less than 3-foot candles measured in the horizontal plane at a level of 3 feet above the floor

Provided that in any such parts in which the mounting height of the light source for general illumination necessarily exceeds 25 feet measured from the floor or where the structure of the room or the position or construction of the fixed machinery or plant prevents the uniform attainment of this standard the general illumination at the said level shall be not less than 1 foot candle and where work is actually being done the illumination shall be not less than 3-foot candles

(2) The illumination over all other interior parts of the factory over which persons employed pass shall, when and where a person is passing, be not less than 0·5 foot candles at floor level

(3) The standard specified in this rule shall be without prejudice to the provision of any additional illumination required to render the lighting sufficient and suitable for the nature of the work

Rule 34 prescribed under sub-section (4) of section 18.

34 **Provision for drinking water.** - (1) In every factory there shall be provided and maintained at suitable points conveniently accessible to all workers a supply of water fit for drinking The quantity supplied daily shall consist of at least as many gallons as there are workers

(2) The supply of drinking water required under sub-rule (1), if not laid on shall be contained in suitable vessels and shall be renewed at least daily All practicable steps shall be taken to preserve the water and vessels from contamination

(3) Any open well or reservoir from which drinking water is derived shall be so situated and protected as not to be liable to pollution by organic matter or other impurities.

(4) The area around any place where drinking water is supplied to the workers shall be maintained in a clean and drained condition

(5) The Inspector may, by order in writing, require the manager of a factory to obtain a report from the Directorate of Health Services, West Bengal, as to whether the drinking water supplied to the workers is fit for drinking or otherwise.

Rules 36 to 43 prescribed under sub-section (3) of section 19.

36 **Latrine accommodation.**—(1) Latrine accommodation shall be provided in every factory on the following scale:—

(*a*) where females are employed, there shall be at least one latrine for every 25 females,

(*b*) where males are employed, there shall be at least one latrine for every 25 males· provided that, where the number of males employed exceeds 100, it shall be sufficient if there is one latrine for every 25 males up to the first 100, and one for every 50 above that

In calculating the number of latrines required under this rule, any odd number of workers less than 25 or 50, as the case may be, shall be reckoned as 25 or 50

(2) The number of workers in a factory for whom septic tank latrine accommodation shall be deemed to be adequate shall be (*a*) the maximum number of daily users as approved by Directorate of Health Services, West Bengal, under clause (1) of rule 38, or (*b*) the number of workers provided for on the scale specified in sub-rule (1), whichever is less, and where the number so calculated is less than the total number of workers employed, the accommodation provided by way of septic tank latrines shall not be deemed to be sufficient within the meaning of section 19

37 **Design, situation, etc., of latrines.**—The following provisions shall apply to all latrines —

(1) The design and the site or situation shall be subject to the approval of the Directorate of Health Services West Bengal and the construction shall be subject to the approval of the Chief Inspector

Application for such approval shall be accompanied by plans in duplicate showing—

(*a*) the site or situation and immediate surroundings including adjacent buildings and drinking water sources, and,

(*b*) the plan elevation and necessary cross-sections drawn to scale indicating all relevant details

(2) They shall be situated, unless otherwise approved in writing by the Inspector, within the factory precincts and so located that (*a*) every worker may have ready access thereto and (b) no effluvium therefrom can arise within a workroom

(3) They shall not communicate with any workroom except through the open air or through an intervening ventilated space and shall be adequately lighted during working hours.

(4) They shall be under cover and so partitioned off as to secure privacy, and shall have proper hinged doors and fastenings:

Provided that the Chief Inspector may by order in writing exempt factories existing on the date of commencement of these rules from providing hinged doors and fastenings for those latrines which have been constructed before such commencement.

(5) Where workers of both sexes are employed, separate latrines shall be provided for each sex and outside each latrine, at the entrance, there shall be displayed in a conspicuous position, an approved sign or a notice in Hindi in Devnagri script and Bengali clearly indicating the sex for which the latrine is provided. All latrines intended for females shall be so placed or so screened that the interior shall not be visible even when the door is open, from any place where persons of other sex have to work or pass, and, if the latrines for one sex adjoin those for the other sex the approaches shall be separate and there shall be no common entrance.

(6) Where piped water-supply is available a sufficient number of water taps, conveniently accessible, shall be provided in or near such latrine accommodation.

38. **Septic tank latrines.**—The following provisions shall apply to septic tank latrines:—

(1) The maximum number of daily users for whom the tank is designed shall be approved by the Directorate of Health Services, West Bengal, and a notice board showing such number shall be fixed in a prominent position on each latrine.

Septic tanks constructed after the commencement of this rule shall be so designed as to allow a space of 2 c.ft. to 3 c.ft. per user. The ordinary filter beds shall have 6 c.ft. of filtering media per every user, and for rotary filters the capacity may be reduced to 3 c.ft. per user.

(2) An efficient automatic recording turnstile or turnstiles shall be provided for recording the total number of users admitted on any day, and a register showing the number of daily users shall be maintained.

(3) The effluent therefrom shall conform to such standards as the State Government may prescribe by notification in the Official Gazette. The septic tanks and filter beds shall be desludged at least once a year.

(4) For the satisfactory disposal of the sludge or other solid matters, a pit of cubical capacity equal to the total flow of not less than an hour shall be provided to receive the solid matter. When the pit becomes full, the valves shall be

closed and the solid matter and sludge shall be allowed time to settle. The effluent shall then be drawn off and sterilised, and the solid matter and sludge shall be trenched or burnt:

Provided that where the Inspector is satisfied that in respect of any septic tank, the requirements of clause (2) are not necessary, he may, by order in writing, grant exemption from that clause on such conditions, if any, as he may impose.

40. **Urinal accommodation.**—Urinal accommodation shall be provided for the use of male workers and shall not be less than 2 feet in length for every 50 males, provided that where the number of males employed exceeds 500, it shall be sufficient if there is one urinal for every 50 males up to the first 500 employed, and one for every 100 thereafter.

In calculating the urinal accommodation required under this rule any odd number of workers less than 50 or 100, as the case may be, shall be reckoned as 50 or 100.

41. **Urinals to conform to public health requirements.**—Urinals other than those connected with an efficient water-borne sewage system and urinals in a factory wherein more than two hundred and fifty workers are ordinarily employed shall comply with the requirements of the Directorate of Health Services.

42. **White-washing, colour-washing of latrines and urinals.**—The walls, ceilings and partitions of every latrine and urinal shall be white-washed or colour-washed and the white-washing or colour-washing shall be repeated at least once in every period of four months. The dates on which the white-washing or colour-washing is carried out shall be entered in the prescribed Register (Form No. 6):

Provided that parts of latrines and urinals which are laid in glazed tiles or otherwise finished to provide a smooth polished impervious surface shall be washed with suitable detergents and disinfectants at least once in every period of four months.

43. **Construction and maintenance of drains.**—All drains carrying waste or sullage water shall be constructed in masonry or other impervious material and shall be regularly flushed and the effluent disposed of by connecting such drains with a suitable drainage line:

Provided that, where there is no such drainage line, the effluent shall be deodorized and rendered innocuous and then disposed of in a suitable manner to the satisfaction of the Inspector.

44. **Number and location of spittoons.**—The number and location of spittoons to be provided shall be to the satisfaction of the Inspector.

Rules 44 to 46 prescribed under sub-section (2) of section 20.

45. **Type of spittoons.**—The spittoons shall be of either of the following types:—

(*a*) a galvanised iron container with a conical funnel-shaped cover. A layer of suitable disinfectant liquid shall always be maintained in the container;

(*b*) a container filled with dry, clean sand and covered with a layer of bleaching powder;

(*c*) any other type approved by the Chief Inspector.

46. **Cleaning of spittoons.**—The spittoons mentioned in rule 45 shall be emptied, cleaned and disinfected at least once every day; and the spittoons mentioned in clause (*b*) of rule 45 shall be cleaned by scraping out the top layer of sand as often as necessary or at least once every day.

CHAPTER IV

SAFETY

Safety precautions prescribed under sub-section (2) of section 21.

47. **Safety precautions.**—Without prejudice to the provisions of sub-section (*l*) of section 21 in regard to the fencing of machines, the further precautions specified in the Schedules annexed hereto shall apply to the machines noted in each Schedule

SCHEDULE III

(*Wood-working Machinery*)

1. **Definiton.**—For the purpose of this Schedule:—

Wood-working machine means a machine used for sawing, planning, morticing or moulding wood or cork.

2. **Stopping and starting device.**—An efficient stopping and starting device shall be provided on every wood-working machine. The control of this device shall be in such a position as to be readily and conveniently operated by the person in charge of the machine.

3. **Space around machines.**—The space surrounding every wood-working machine in motion shall be kept free from obstruction.

4. **Floors.**—The floor surrounding every wood-working machine shall be maintained in good and level condition, and shall not be allowed to become slippery, and, as far as practicable, shall be kept free from chips or other loose material.

5. **Circular saws.**—Every circular saw shall be fenced as follows:—

(*a*) Behind and in direct line with the saw there shall be a riving knife, which shall have a smooth surface, shall be strong, rigid and easily adjustable, and shall also conform to the following conditions:—

(*i*) The edge of the knife nearer the saw shall form an arc of a circle having a radius of the largest saw used and it shall extend upward from the bench to a height not less than that reached by the largest wood or timber sawn.

(*ii*) The knife shall be maintained as close as practicable to the saw, having regard to the nature of the work being done at the time, and at the level of the bench the distance between the front edge of the knife and the teeth of the saw shall not exceed half an inch.

(*b*) The top of the saw shall be covered by a strong and easily adjustable guard, with a flange at the side of the saw farthest from the fence. The guard shall be kept so adjusted that the said flange shall extend below the roots of the teeth of the saw. The guard shall extend from the top or riving knife to a point as low as practicable at the cutting edge of the saw.

(*c*) The part of the saw below the bench shall be protected by two plates of metal or other suitable material one on each side of the saw; such plates shall not be more than six inches apart, and shall extend from the axis of the saw outwards to a distance of not less than two inches beyond the teeth of the saw. Metal plates, if not beaded, shall be of a thickness of at least 1/10 inch, or if beaded be of a thickness of at least 1/20 inch.

6. **Push sticks.**—A push stick or other suitable appliance shall be provided for use at every circular saw and at every vertical spindle moulding machine to enable the work to be done without unnecessary risk.

7. **Band saws.**—Every band saw shall be guarded as follows:—

(*a*) Both sides of the bottom pulley shall be completely encased by sheet metal or other suitable material.

(*b*) The front of the top pulley shall be covered with sheet metal or other suitable material.

(*c*) All portions of the blade shall be enclosed or otherwise securely guarded except the portion of the blade between the bench and the top guide.

8. **Planing machines.**—(1) A planing machine (other than a planing machine which is mechanically fed) shall not be used for overhand planing unless it is fitted with a cylindrical cutter block.

(2) Every planing machine used for overhand planing shall be provided with a "bridge" guard capable of covering the full length and breadth of the cutting slot in the bench, and so constructed as to be easily adjusted both in a vertical and horizontal direction.

(3) The feed roller of every planing machine used for thicknessing except the combined machine for overhand Planing and thicknessing, shall be provided with an efficient guard.

9. **Vertical spindle moulding machines.**—(1) The cutter of every vertical spindle moulding machine shall be guarded by the most efficient guard having regard to the nature of the work being performed.

(2) The wood being moulded at a vertical spindle moulding machine shall, if practicable, be held in a jig or holder of such construction as to reduce as far as possible the risk of accident to the worker.

10. **Chain morticing machines.**—The chain of every chain morticing machine shall be provided with a guard which shall enclose the cutters as far as practicable.

11. **Adjustment and maintenance of guards.**—The guards and other appliances required under this Schedule shall be—

(*a*) maintained in an efficient state,

(*b*) constantly kept in position while the machinery is in motion, and

(*c*) so adjusted as to enable the work to be done without unnecessary risk.

12. **Exemptions.**—Paragraphs 5, 7, 8 and 9 shall not apply to any wood-working machine in respect of which it can be proved that other safeguards are provided, maintained and used which render the machine as safe as it would be if guarded in the manner prescribed in this Schedule.

SCHEDULE V

(*Power Presses*)

1. **Definition.**—For the purposes of this Schedule power press means a machine used in metal or other industries for blanking, raising, drawing and similar processes.

2. **Starting and stopping mechanism.**—The starting and stopping mechanism shall be provided with a safety stop so as to prevent over-running of the press or descent of the ram during tool setting, etc.

3. **Protection of tool and die.**—(*a*) Each press shall be provided with a fixed guard with a slip plate on the underside enclosing the front and sides of the tool.

(*b*) Each die shall be provided with a fixed guard surrounding its front and sides, and extending to the back in the form of a tunnel through which the pressed article falls to the rear of the press.

(*c*) The design, construction and mutual position of the guards referred to in (*a*) and (*b*) shall be such as to preclude the possibility of the worker's hand or fingers reaching the danger zone.

(*d*) The machine shall be fed through a small aperture at the bottom of the die guard, but a wider aperture may be permitted for second or subsequent operations if feeding is done through a chute.

4. **Exemption.** If in the case of a machine or operation it is not possible to comply with the provisions of paragraph 3 alternative means of protection as approved by the Inspector shall be provided.

Rules 48 to 52 prescribed under section 112.

48. **Buildings and structures.**—No building, wall, chimney, bridge, tunnel, road, gallery, stairway, ramp, floor, platform, staging, or other structure, whether of a permanent or temporary character, shall be constructed, situated or maintained in any factory in such a manner as to cause risk of bodily injury.

49. **Railways.**—No railway or other electrical or mechanical means of transport within the precincts of a factory shall be constructed, situated, operated or maintained in such a manner as to cause risk of bodily injury :

Provided that the Inspector shall not accept any such railway or means of transport if it is so designed, maintained or operated as to contravene the provisions of any other Act.

50. **Machinery and plant.**—No machinery, plant or equipment shall be constructed, situated, operated or maintained in any factory in such a manner as to cause risk of of bodily injury.

51. **Methods of work.**—No process or work shall be carried on in any factory in such a manner as to cause risk or bodily injury.

52. **Stacking and storing of materials, etc.**—No. materials or equipment shall be stacked or stored in such a manner as to cause risk of bodily injury.

Rules prescribed under sub-section (1) of section 22 and section 112.

53. **Work on or near machinery in motion.**—(1) One or more adult male workers shall be appointed for the purposes of sub-section (1) of section 22. A list of such workers shall be maintained in a register as nearly as possible in Form No. 7.

(2) No worker shall be appointed unless he has been sufficiently trained for such examination or operation and is acquainted with the dangers from moving machinery arising in connection with such work.

(3) A worker required to wear tight fitting clothing under sub-section (1) of section 22 shall be provided by the occupier with such clothing which shall consist of at least a pair of closely fitting shorts and a closely fitting half-sleeve shirt or vest. Such clothing shall be returned to the occupier on termination of service or when new clothing is provided.

Rule prescribed under sub-section (2) of section 23.

54. **Employment of young persons on dangerous machines.**—The following machines shall be deemed to be of such dangerous character that young persons shall not work at them unless the provisions of sub-section (2) of section 23 are complied with:—

Power presses other than hydraulic presses;

Milling machines used in the metal trades;

Guillotine machines;

Circular saws;

Platen printing machines.

Rule prescribed under sections 28(2) and 112.

55. **Lifting machines, chains, ropes and lifting tackles.**—(1) No lifting machine and no chain, rope or lifting tackle, except a fibre rope or fibre rope sling, shall be taken in use in any factory for the first time in that factory unless it has been tested and all parts have been thoroughly examined by a competent person and a certificate of such a test and examination specifying the safe working load or loads and signed by the person making the test and the examination, has been obtained and is kept available for inspection.

Rule prescribed under sub-section (2) of section 34 and section 112.

57. **Excessive weights.**—(1) No woman or young person shall be employed in any factory to lift, carry or move by hand or on head, unaided by another person, any material, article, tool or appliance exceeding the maximum limit in weight set out in the following Schedule:—

SCHEDULE

Persons.	Maximum weight of material, article, tool or appliance.
(*a*) Adult female	65 lbs.
(*b*) Adolescent male	65 lbs.
(*c*) Adolescent female	45 lbs.
(*d*) Male child	30 lbs.
(*e*) Female child	30 lbs.

(2) No woman or young person shall engage, in conjunction with others, in lifting, carrying or moving by hand or on head, any material, article, tool or appliance, if the weight thereof exceeds the lowest weight fixed by the Schedule to sub-rule (1) for any of the persons engaged, multiplied by the number of the persons engaged.

(3) No woman, whilst she is pregnant, shall be, employed in any factory to lift, carry, or move by hand or on head any material, article, tool or appliance.

Rule prescribed under section 35.

58. **Protection of eyes.**—Effective screens or suitable goggles shall be provided for the protection of persons employed in or in the immediate vicinity of the following processes:—

(*a*) Dry grinding of metals or metal articles applied by hand to a revolving wheel, or disc driven by mechanical power. Turning (external or internal) of non-ferrous metals or of cast iron, or articles of such metals or such iron, where the work is done dry, other than precision turning where the use of goggles or a screen would seriously interfere with the work, or turning by means of hand tools.

(*b*) Welding or cutting of metals by means of electric, oxy-acetylene or similar processes.

(*c*) Fettling, cutting out cold rivets or bolts, hipping or scaling, and breaking or dressing of stone, concrete, slag, etc., by hand tools or other portable tools.

Exemptions under sub-section (5) of section 37.

60. **Exemptions.**—The requirements of sub-section (4) of seciton 37 shall not apply to the following processes carried on in any factory:—

(*a*) The operation of repairing a water-sealed gasholder by the electric welding process, subject to the following conditions:—

(*i*) The gasholder shall contain only the following gases, separately or mixed at a pressure greater than atmospheric pressure, namely, town gas, coke-oven gas, producer gas, blast furnace gas, or gases other than air, used in their manufacture:

Provided that this exemption shall not apply to any gasholder containing acetylene or mixture of gases to which acetylene has been added intentionally.

(*ii*) Welding shall only be done by the electric welding process and shall be carried out by experienced operatives under the constant supervision of a competent person.

(*b*) The operations of cutting or welding steel or wrought iron gas mains and services by the application of heat, subject to the following conditions —

(*i*) The main or service shall be situated in the open air and it shall contain only the following gases, separately or mixed at a pressure greater than atmospheric pressure, namely, town gas, coke-oven gas, producer gas, blast furnace gas, or gases other than air, used in their manufacture,

(*ii*) The main or service shall not contain acetylene or any gas or mixture of gases to which acetylene has been added intentionally,

(*iii*) The operation shall be carried out by an experienced person or persons and at least 2 persons (including those carrying out the operations) experienced in work on gas mains and over 18 years of age shall be present during the operation,

(*iv*) The site of the operation shall be free from any inflammable or explosive gas or vapour,

(*v*) Where acetylene gas is used as a source of heat in connection with an operation, it shall be compressed and contained in a porous substance in a cylinder, and

(*vi*) Prior to the application of any flame to the gas main or service this shall be pierced or drilled and the escaping gas ignited

(*c*) The operation of repairing an oil tank on any ship by the electric welding process shall be subject to the following conditions —

(*i*) The oil contained in the tank shall have a flash point of not less than 150°F (close test) and a certificate to this effect shall be obtained from a competent analyst

(*ii*) The analyst's certificate shall be kept available for inspection by an Inspector, or by any person employed or working on the ship

(*iii*) The welding operation shall be carried out only on the exterior surface of the tank at a place (*a*) which is free from oil or oil leakage in inflammable quantities and (*b*) which is not less than one foot below the nearest part of the surface of the oil within the tank; and

(*iv*) Welding shall be done only by electric welding and shall be carried out by experienced operatives under the constant supervision of a competent person.

61. **Means of escape in case of fire.**—(1) Every factory shall be provided with adequate means of escape in case of fire for the persons employed therein, and without prejudice to the generality of the foregoing provision —

e prescribed under sub-section (1) of section 38.

(*a*) Each room of a factory building shall in relation to its size and the number of persons employed in it be provided with an adequate number of exits for use in case of fire though not necessarily confined to such use, so positioned that each person will have a reasonably free and unobstructed passage from his workplace to an exit.

(*b*) No exit intended for use in case of fire shall be less than 3 feet in width nor less than 6 feet 6 inches in height.

(*c*) In the case of a factory building or part of a factory building of more than one storey and in which not less than twenety persons work at any one time there shall be provided at least one substantial stairway permanently constructed either inside or outside the building and which affords direct and unimpeded access to ground level.

(*d*) In the case of a factory building or part of a factory building in which twenty or more persons work at any one time above the level of the ground floor or wherein explosive or highly inflammable materials are used or stored or which is situated below ground level the means of escape shall include at least two separate and substantial stairways permanently constructed either inside or outside the building and which afford direct and unimpeded access to ground level

(*e*) Every stairway in a factory which affords a means of escape in case of fire shall be provided with substantial handrail which if the stairway has an open side shall be on that side and if the stairway has two open sides such handrail shall be provided on both sides

(2) In the case of a building constructed or converted for use as a factory after 1st January 1950, the following additional requirements shall apply

(*a*) At least one of the stairways provided shall be of fire-resisting materials

(*b*) Every hoist-way or lift-way inside a factory building shall be completed enclosed with fire-resisting materials and all means of access to the hoist or lift shall be fitted with doors of fire resisting materials:

Provided that any such hoist-way or lift-way shall be enclosed only at the top by some material easily broken by fire or be provided with a vent at the top.

(*c*) No fire escape stair shall be constructed at an angle greater than 45° from the horizontal.

(*d*) No part of a factory building shall be further (along the line of travel) than 150 feet from any fire escape stair.

(*e*) No stairway shall be less than 45 inches in width.

Rule prescribed under sub-section (7) of section 38.

62. **Fire fighting apparatus.**—In every factory where the process of manufacture necessitates the use of inflammable material, efficient means of subduing outbreaks of fire shall be installed, maintained and kept ready for immediate use.

Rule prescribed under section 112.

63. **Prohibition of smoking and naked lights.**—There shall be exhibited, in English and in the language of the majority of the workers, a notice prohibiting smoking and the use of naked lights, in any place where they would be dangerous, or where the Inspector may require, and all other reasonable precautions against fire shall be taken.

CHAPTER V

WELFARE

Rule prescribed under sub-section (2) of section 42.

64. **Washing facilities.**—(1) There shall be provided and maintained in every factory for the use of employed persons adequate and suitable facilities for washing which shall include soap and nail brushes or other suitable means of cleaning and the facilities shall be conveniently accessible and shall be kept in a clean and orderly condition.

(2) Without prejudice to the generality of the foregoing provisions the washing facilities shall include—

(*a*) a trough with taps or jets at intervals of not less than two feet, or

(*b*) wash-basins with taps attached thereto, or

(*c*) taps on stand-pipes, or

(*d*) showers controlled by taps, or

(*e*) circular troughs of the fountain type, provided that the Inspector may, having regard to the needs and habits of the workers, fix the proportion in which the aforementioned types of facilities shall be installed.

(3) (*a*) Every trough and basin shall have a smooth, impervious surface and shall be fitted with a waste-pipe and plug.

(*b*) The floor or ground under and in the immediate vicinity of every trough, tap, jet, wash-basin, stand-pipe and shower shall be so laid or finished as to provide a smooth impervious surface and shall be adequately drained.

(4) For persons whose work involves contact with any injurious or noxious substance there shall be at least one tap for every fifteen persons; and for persons whose work does not involve such contact the number of taps shall be as follows:—

No. of workers.	No. of taps.
Up to 20	1
21 to 35	2
36 to 50	3
51 to 150	4
151 to 200	5
Exceeding 200 but not exceeding 500 ..	5 plus one tap for every 50 or fraction of 50.
Exceeding 500	11 plus one tap for every 100 or fraction of 100.

(5) If female workers are employed, separate washing facilities shall be provided and so enclosed or screened that the interiors are not visible from any place where persons of the other sex work or pass. The entrance to such facilities shall bear conspicuous notice in the language understood by the majority of the workers "For Women Only", and shall also be indicated pictorially.

(6) The water-supply to the washing facilities shall be capable of yielding at least two gallons a day for each person employed in the factory.

65. **First-aid appliances.**—The first-aid boxes or cupboards shall be distinctively marked with a red cross on a white ground and shall contain the following equipment:— **Rule prescribed under sub-section (1) of section 45.**

A. For factories in which the number of persons employed does not exceed ten, or (in the case of factories in which mechanical power is not used) does not exceed fifty persons—Each first-aid box or cupboard shall contain the following equipment:—

(*i*) 6 small sterilized dressings.

(*ii*) 3 medium size sterilized dressings.

(*iii*) 3 large size sterilized dressings.

(*iv*) 3 large size sterilized burn dressings.

(*v*) 1 (1 oz.) bottle containing a two per cent. alcoholic solution of iodine.

(*vi*) 1 (1 oz.) bottle containing sal-volatile having the dose and mode of administration indicated on the label.

(*vii*) A snake-bite lancet.

(*viii*) 1 (1 oz.) bottle of potassium permanganate crystals.

(*ix*) One pair scissors.

(*x*) 1 copy of the first-aid leaflet issued by the Chief Adviser, Factories, Government of India.

B. For factories in which mechanical power is used and in which the number of persons employed exceeds ten but does not exceed fifty—Each first-aid box or cupboard shall contain the following equipment:—

(*i*) 12 small sterilized dressings.

(*ii*) 6 medium size sterilized dressings.

(*iii*) 6 large size sterilized dressings.

(*iv*) 6 large size sterilized burn dressings.

(*v*) 6 (½ oz.) packets sterilized cotton wool.

(*vi*) 1 (2 oz.) bottle containing a two per cent. alcoholic solution of iodine.

(*vii*) 1 (2 oz.) bottle containing sal-volatile having the dose and mode of administration indicated on the label.

(*viii*) 1 roll of adhesive plaster.

(*ix*) A snake-bite lancet.

(*x*) 1 (1 oz.) bottle of potassium permanganate crystals.

(*xi*) 1 pair scissors.

(*xii*) 1 copy of first-aid leaflet issued by the Chief Adviser, Factories, Government of India.

C. For factories employing more than fifty persons—Each first-aid box or cupboard shall contain the following equipment:—

(*i*) 24 small sterilized dressings.

(*ii*) 12 medium size sterilized dressings.

(*iii*) 12 large size sterilized dressings.

(*iv*) 12 large size sterilized burn dressings.

(*v*) 12 (½ oz.) packets sterilized cotton wool.

(*vi*) 1 snake-bite lancet.

(*vii*) 1 pair scissors.

(*viii*) 2 (1 oz.) bottles of potassium permanganate crystals.

(*ix*) 1 (4 oz.) bottle containing a two per cent. alcoholic solution of iodine.

(*x*) 1 (4 oz.) bottle of sal-volatile having the dose and mode of administration indicated on the label.

(*xi*) 1 copy of first-aid leaflet issued by the Chief Adviser, Factories, Government of India.

(*xii*) 12 roller bandages 4 inches wide.

(*xiii*) 12 roller bandages 2 inches wide.

(*xiv*) 2 rolls of adhesive plaster.

(*xv*) 6 triangular bandages.

(*xvi*) 2 packets of safety pins.

(*xvii*) A supply of suitable splints.

(*xviii*) 1 tourniquet:

Provided that items (*xii*) to (*xviii*) inclusive need not be included in the standard first-aid box or cupboard (*a*) where there is a properly equipped ambulance room, or (*b*) if at least one box containing such items and placed and maintained in accordance with the requirements of section 45 is separately provided.

D. In lieu of the dressings required under items (*i*) and (*ii*), there may be substituted adhesive wound dressings approved by the Chief Inspector of Factories.

CHAPTER VI

Working Hours of Adults

Notice prescribed under sub-section (3) of section 61.

82. **Notice of periods of work for adults.**—The notice of periods of work for adult workers shall be as nearly as possible in Form No. 12, Form No. 12A or Form No. 12B as the case may be.

Register prescribed under sub-section (2) of section 62.

83. **Register of adult workers.**—The Register of adult workers shall be as nearly as possible in Form No. 13 and shall be maintained in accordance with the following provisions:—

(1) For each group of workers classified under section 61, a separate part of the register shall be maintained.

(2) Where a worker is transferred from one group to another or from one relay to another, the following particulars of his transfer shall be entered against his name:—

(*a*) under the group from which he has been transferred—

(*i*) the date and actual time of finishing work in the group or relay, and

(*ii*) the group or relay to which he has been transferred, and

(*b*) under the group to which he has been transferred—

(*i*) the date and actual time of commencing work in the group or relay, and

(*ii*) the group or relay from which he has been transferred.

(3) Where a worker is discharged from or leaves his employment, the date of his leaving or discharge, as the case may be, shall be entered against his name in the "remarks" column.

(4) All entries in the registers shall be made in ink, shall be legible and shall be maintained up-to-date.

(5) All registers shall be maintained in English and all dates entered in a register shall be in accordance with the English calendar.

(6) All registers for the preceding three calendar years shall be preserved and be available in the factory for examination by the Inspector.

CHAPTER VII

EMPLOYMENT OF YOUNG PERSONS AND EXCLUSION OF UNDERAGE CHILDREN

Notice prescribed under sub-section (3) of section 72.

84. **Notice of periods of work for children.**—The notice of periods of work for child workers shall be as nearly as possible in Form No. 12, Form No. 12A or Form No. 12B as the case may be.

Register prescribed under sub-section (2) of section 73.

85. **Register of child workers.**—The Register of child workers shall be as nearly as possible in Form No. 14 and shall be maintained in accordance with the following provisions:—

(1) For each group of children classified under section 61, a separate part of the register shall be maintained.

(2) Where a child is transferred from one group to another, or from one relay to another the following particulars of his transfer shall be entered against his name:—

(*a*) under the group from which he has been transferred—

(*i*) the date and actual time of finishing work in the group or relay, and

(*ii*) the group or relay to which he has been transferred, and

(*b*) under the group to which he has been transferred—

(*i*) the date and actual time of commencing work in the group or relay, and

(*ii*) the group or relay from which he has been transferred.

(3) Where a child is discharged from or leaves his employment, the date of his leaving or discharge, as the case may be, shall be entered against his name in the "remarks" column.

(4) All entries in the registers shall be made in ink, shall be legible, and shall be maintained up-to-date.

(5) All registers shall be maintained in English and all dates entered in a register shall be in accordance with the English calendar.

(6) All registers for the preceding three calendar years shall be preserved and be available in the factory for examination by the Inspector.

86. **Exclusion of underage children.**—No child under the age of 14 years shall be permitted within the workrooms and godowns of any factory at any time during which work is carried on. Rule prescribed under section 112.

CHAPTER VIII

89. **Leave Book.**—(1) The Manager shall provide each worker with a book as nearly as possible in Form No. 16 (hereinafter called the Leave Book). The Leave Book shall be the property of the worker and the Manager or his agent shall not demand it except to make relevant entries therein whenever necessary and shall not keep it for more than a week at a time. All entries in the Leave Book shall be made in ink, shall be legible, and shall be maintained up-to-date.

(2) If a worker loses his Leave Book, the Manager shall provide him with another copy on the payment of anna one, and shall complete it from his record.

91. **Notice to Inspector of lay off or closure.**—The occupier or manager of every factory shall give to the Inspector a notice of every case of lay off as soon as possible, and of every intended closure of the factory or any section or department thereof, immediately after the closure is decided upon, stating the reason for the lay off or closure, the number of workers working in the factory, section or department, as the case may be, on the date of the notice, the number of workers on lay off or likely to be unemployed on account of the closure and the possible period of the closure. The occupier or manager shall also send a notice to the Inspector as soon as the factory, section or department starts working again stating the number of workers employed. Entries to this effect shall be made in the Leave with Wages Register and the Leave Book in respect of each worker concerned.

CHAPTER IX

Special Provisions.

94. **Dangerous operations.**—(1) The following operations when carried on in any factory are declared to be dangerous operations under section 87:— Rule prescribed under section 87.

(*a*) Manufacture of aerated water and processes incidental thereto.

(*b*) Electrolytic plating or oxidation of metal articles by use of an electrolyte containing chromic acid or other chromium compounds.

(*c*) Manufacture or repair of electric accumulators.

(*d*) Glass manufacture.

(*e*) Grinding or glazing of metals.

(*f*) Manufacture, treatment or handling of lead, lead alloys or certain compounds of lead.

(*g*) Generating petrol gas from petrol.

(*h*) Cleaning or smoothing of articles by a jet of sand, metal shot or grit or other abrasive propelled by a blast of compressed air or steam.

(*i*) Liming and tanning of raw hides and skins and processes incidental thereto.

(*j*) Feeding of jute, hemp or other fibres into softening machines.

(*k*) Lifting, stacking, storing and shipping of bales in and from finished goods godowns of Jute Mills.

(*l*) Manufacture, use or storage of cellulose solutions.

(*m*) Manufacture of chromic acid or manufacture or recovery of the bichromate sodium, potassium or ammonium.

(n) Printing presses and Type Foundries—certain lead processes carried on therein.

(2) The provisions specified in the Schedules annexed to this rule shall apply to factories wherein dangerous operations specified in such Schedules are carried out.

SCHEDULE V

(*Grinding or glazing of metals and processes incidental thereto*)

1. **Definitions.**—For the purposes of this Schedule—

(*a*) "Grindstone" means a grindstone composed of natural or manufactured sandstone but does not include a metal wheel or cylinder into which blocks of natural or manufactured sandstone are fitted.

(b) "Abrasive wheel" means a wheel manufactured of bonded emery or other abrasive.

(*c*) "Grinding" means the abrasion, by aid of mechanical power, of metal, by means of a grindstone or abrasive wheel.

(*d*) "Glazing" means the abrading, polishing or finishing, by aid of mechanical power, of metal, by means of any wheel, buff, mop or similar appliance to which any abrading or polishing substance is attached or applied.

(*e*) "Racing" means the turning up, cutting or dressing of a revolving grindstone before it is brought into use for the first time.

(*f*) "Hacking" means the chipping of the surface of a grindstone by a hack or similar tool.

(*g*) "Rodding" means the dressing of the surface of a revolving grindstone by the application of a rod, bar or strip of metal to such surface.

2. **Exceptions.**—(1) Nothing in this Schedule shall apply to any factory in which only repairs are carried on except any part thereof in which one or more persons are wholly or mainly employed in the grinding or glazing of metals.

(2) Nothing in this Schedule except paragraph 4 shall apply to any grinding or glazing of metals carried on intermittently and at which no person is employed for more than 12 hours in any week.

(3) The Chief Inspector may by certificate in writing, subject to such conditions as he may specify therein, relax or suspend any of the provisions of this Schedule in respect of any factory if owing to the special methods of work or otherwise such relaxation or suspension is practicable without danger to the health or safety of the persons employed.

3. **Equipment for removal of dust.** No racing, dry grinding or glazing shall be performed without—

(*a*) a hood or other appliance so constructed, arranged, placed and maintained as substantially to intercept the dust thrown off; and

(*b*) a duct of adequate size, air tight and so arranged as to be capable of carrying away the dust, which duct shall be kept free from obstruction and shall be provided with proper means of access for inspection and cleaning, and where practicable, with a connection at the end remote from the fan to enable the Inspector to attach thereto any instrument necessary for ascertaining the pressure of air in the said duct; and

(*c*) a fan or other efficient means of producing a draught sufficient to extract the dust:

Provided that the Chief Inspector may accept any other appliance that is, in his opinon, as effectual for the interception, removal and disposal of dust thrown off as a hood, duct and fan would be.

4. **Restriction on employment on grinding operations.**—Not more than one person shall at any time perform the actual process of grinding or glazing upon a grindstone, abrasive wheel or glazing appliance:

Provided that this paragraph shall not prohibit the employment of persons to assist in the manipulation of heavy or bulky articles at any such grindstone, abrasive wheel or glazing appliance.

5. **Glazing.**—Glazing or other processes, except processes incidental to wet grinding upon a grindstone, shall not be carried on in any room in which wet grinding upon a grindstone is done.

6. **Hacking and rodding.**—Hacking or rodding shall not be done unless during the process either (*a*) an adequate supply of water is laid on at the upper surface of the grindstone or (*b*) adequate appliances for the interception of dust are provided in accordance with the requirements of paragraph 3.

7. **Examination of dust equipment.**—(*a*) All equipment for the extraction or suppression of dust shall at least once in every six months be examined and tested by a competent person, and any defect disclosed by such examination and test shall be rectified as soon as practicable.

(*b*) A register containing particulars of such examination and test shall be kept in a form approved by the Chief Inspector.

SCHEDULE VII

(*Generating petrol gas from petrol*)

1. **Prohibition relating to women and young persons.**—No woman or young person shall be employed or permitted to work in or shall be allowed to enter any building in which the generating of petrol gas from petrol is carried on.

2. **Flame traps.**—The plant for generating petrol gas from petrol and associated piping and fittings shall be fitted with at least two efficient flame traps so designed and maintained as to prevent a flash back from any burner to the plant. One of these traps shall be fitted as close to the plant as possible. The plant and all pipes and valves shall be installed and maintained free from leaks.

3. **Generating room or building.**—All plants for generating petrol gas from petrol erected after the coming into force of the provisions specified in this Schedule, shall be erected outside the factory building proper in a separate well ventilated building (hereinafter referred to as "the generating building"). In the case of such plant erected before the coming into force of the provisions specified in this Schedule there shall be no direct communication between the room where such plants are erected (hereinafter referred to as "the generating room") and the remainder of the factory building. So far as practicable, all such generating rooms shall be constructed of fire-resisting materials.

4. **Fire extinguishers.**—An efficient means of estinguishing petrol fires shall be maintained in an easily accessible position near the plant for generating petrol gas from petrol.

5. **Plant to be approved by Chief Inspector.**—Petrol gas shall not be manufactured except in a plant for generating petrol gas the design and construction of which has been approved by the Chief Inspector.

6. **Escape of petrol.**—Effective steps shall be taken to prevent petrol from escaping into any drain or sewer.

7. **Prohibition relating to smoking.**—No person shall smoke or carry matches, fire or naked light or other means of producing a naked light or spark in the generating room or building or in the vicinity thereof and a warning notice in the language understood by the majority of the workers shall be posted in the factory prohibiting smoking and the carrying of matches, fire or naked light or other means of producing a naked light or spark into such room or building.

8. **Access to petrol or container.**—No unauthorised person shall have access to any petrol or to a vessel containing or having actually contained petrol.

9. **Electric fittings.**—All electric fittings shall be of flame-proof construction, shall be maintained in flame-proof state and all electric conductors shall either be enclosed in metal conduits or steel armoured cable.

10. **Construction of doors.**—All doors in the generating room or building shall be constructed to open outwards or to slide and no door shall be locked or obstructed or fastened in such manner that it cannot be easily and immediately opened from the inside while gas is being generated and any person is working in the generating room or building.

11. **Repair of containers.**—No vessel that has contained petrol shall be repaired in a generating room or building and no repairs to any such vessel shall be undertaken unless live steam has been blown into the vessel and until the interior is thoroughly steamed out or other equally effective steps have been taken to ensure that it has been rendered free from petrol or inflammable vapour.

SCHEDULE XIV

(Printing Presses and Type Foundries—Certain lead processes carried on therein.)

1. **Exemption.**—Where the Chief Inspector is satisfied that all or any of the provisions of this Schedule are not necessary for the protection of persons employed he may by certificate in writing exempt any factory from all or any of such provisions subject to such conditions as he may specify therein. Such certificate may at any time be revoked by the Chief Inspector.

2. **Definitions.**—In these regulations—

"Lead material" means material containing not less than five per cent. of lead.

"Lead process" means—

(*a*) the melting of lead or any lead material for casting and mechanical composing;

(*b*) the re-charging of machines with used lead material;

(*c*) any other work including removal of dross from melting pots, cleaning of plungers; and

(*d*) manipulation, movement or other treatment of lead material.

"Efficient exhaust draught" means localised ventilation effected by heat or mechanical means, for the removal of gas, vapour, dust or fumes so as to prevent them from escaping into the air of any place in which work is carried on. No draught shall be deemed efficient which fails to remove gas, vapour, fume or dust at the point where they originate.

3. **Exhaust draught.**—None of the following processes shall be carried on except with an efficient exhaust draught:—

(*a*) melting lead material or slugs;

(*b*) heating lead material so that vapour containing lead is given off;

or, unless carried on in such a manner as to prevent free escape of gas, vapour, fumes or dust into any place in which work is carried on,

or, unless carried on in electrically heated and thermostatically controlled melting pots.

Such exhaust draught shall be so contrived as to operate on the dust, fume, gas or vapour given off as closely as possible to the point of origin.

4. **Prohibition relating to women and young persons.**—No woman or young person shall be employed or permitted to work in any lead process.

5. **Separation of certain processes.**—Each of the following processes shall be carried on in such a manner and under such conditions as to secure effectual separation from one another and from any other process:—

(*a*) melting of lead or any lead material;

(*b*) casting of lead ingots;

(*c*) mechanical composing.

6. **Container for dross.**—A suitable receptacle with tightly fitting cover shall be provided and used for dross as it is removed from every melting pot. Such receptacle shall be kept covered while in the work-room near the machine except when the dross is being deposited therein.

7. **Floor of work-room.**—The floor of every work-room where lead process is carried on shall be—

(*a*) of cement or similar material so as to be smooth and impervious to water;

(*b*) maintained in sound condition; and

(*c*) shall be cleansed throughout daily after being thoroughly damped with water at a time when no other work is being carried on at the place.

8. **Mess-room.**—There shall be provided and maintained for the use of all persons employed in a lead process and remaining on the premises during the meal intervals, a suitable mess-room which shall be furnished with sufficient tables and benches.

9. **Washing facilities.**—There shall be provided and maintained in a cleanly state and in good repair for the use of all persons employed in a lead process—

(*a*) A wash place with either—

(*i*) a trough with a smooth impervious surface fitted with a waste pipe without plug, and of sufficient length to allow at least two feet for every five such persons employed at any one time and having a constant supply of water from taps or jets above the trough at intervals of not more than 2 feet; or

(*ii*) at least one wash basin for every five such persons employed at any one time, fitted with a waste pipe and plug and having an adequate supply of water laid on or always readily available; and

(*b*) a sufficient supply of clean towels made of suitable material renewed daily with a sufficient supply of soap or other suitable cleansing material

10. **Medical examination.**—(*a*) Every person employed in a lead process shall be examined by a Certifying Surgeon within 14 days of his first employment in such processes and thereafter shall be examined by Certifying Surgeon at intervals of not more than 3 months, and a record of such examinations shall be entered by the Certifying Surgeon in the special certificate of fitness as nearly as possible in Form No. 25.

(*b*) A Health Register containing names of all persons employed in any lead process shall be kept as nearly as possible in Form No. 17.

(c) No person after suspension shall be employed in a lead process without the written sanction from the Certifying Surgeon, entered in the Health Register.

11. **Food, drinks, etc., prohibited in work-rooms.**—No food, drink, *pan*, *supari* or tobacco shall be consumed or brought by any worker into any work-room in which any lead process is carried on.

Rules 95, 96 and 97 prescribed under section 88.

95. **Notification of accidents—Fatal and serious.**—When there occurs in any factory an accident to any person which results in (*a*) death, or (*b*) such injury that there is no reasonable prospect that he will be able to resume his employment in the factory within 20 days, such accidents shall be called in all prescribed communications "Fatal" or "Serious" as the case may be, and the Manager of the factory shall give notice of the occurrence forthwith by telephone, telegram or special messenger to—

(1) the Inspector notified for this purpose,

(2) the District Magistrate or, if the District Magistrate by order so directs, the Subdivisional Officer,

(3) the Commissioner for Workmen's Compensation appointed under section 20 of the Workmen's Compensation Act, 1923, and

(4) in the case of fatal accidents only, the officer-in-charge of the police-station within the local limits of which the factory is located.

Reports by special messenger shall be as nearly as possible in Form No. 18 and those sent by telephone or telegram shall be confirmed within 48 hours by a written report in that form.

96. **Minor.**—When there occurs in any factory an accident to any person less serious than those described in rule 95 but which prevents or is likely to prevent him from resuming the employment in the factory within 48 hours after the accident occurred, such accident shall be recorded by the manager of the factory and reported by him as soon as practicable, but in any case within 72 hours of its occurrence, to the authorities mentioned in clauses (1), (2) and (3) of rule 95. Such accidents shall be called in prescribed communications "minor accidents".

97. **Supplementary reports.**—(1) When an accident which has been reported to the Inspector as either "Serious" or "Minor" afterwards proves to be "Fatal", the manager of the factory shall make the necessary correction in a supplementary report which shall be sent forthwith to the authorities mentioned in clauses (1), (2), (3) and (4) of rule 95.

(2) When an accident which has been reported to the Inspector as "Minor" afterwards proves to be "Serious", or when one reported as "Serious" afterwards proves to be

"Minor", the manager of the factory shall make the necessary correction in a supplementary report which shall be sent forthwith to the authorities mentioned in clauses (1), (2) and (3) of rule 95.

Rule prescribed under section 112.

98. **Site of fatal accident.**—Where loss of life has immediately resulted from an accident, the place where the accident occurred shall be left as it was immediately after the accident until the expiration of at least three days after the time when the notice required under rule 95 was given, or until the visit to the place by an Inspector, whichever first happens, unless compliance with this rule would tend to increase or continue the danger.

Rule prescribed under section 88.

99. **Explosions, fire and accidents to plant.**—When there occurs in any factory any explosion, fire, collapse of buildings, or serious accident to the machinery or plant, whether or not attended by personal injury or disablement, such occurrence shall be reported by the manager of the factory within five hours of its occurrence to the authorities mentioned in clauses (1) and (2) of rule 95. Such reports shall be as nearly as possible in Form No. 19.

Rule prescribed under sub-section (1) of section 89.

100. **Notice of poisoning or disease.**—A notice as nearly as possible in Form No. 20 should be sent forthwith both to the Chief Inspector and to the Certifying Surgeon, by the Manager of a factory in which there occurs a case of lead, phosphorus, mercury, manganese, arsenic, carbon bisulphide or benzene poisoning; or poisoning by nitrous fumes, or by halogens or halogen derivatives of the hydrocarbons of the aliphatic series; or of chrome ulceration, anthrax, silicosis, toxic anaemia, toxic jaundice, primary ophtheliomatous cancer of the skin, or pathological manifestations due to radium or other radio-active substances or X-rays.

CHAPTER X

(Supplemental)

Rule prescribed under sub-section (1) of section 108.

102. **Display of notices.**—The abstract of the Act and of the Rules required to be displayed in every factory shall be as nearly as possible in Form No. 21.

Rule prescribed under section 110.

103. **Returns.**—The Manager of every factory shall furnish to the Inspector or other officer appointed by the State Government in this behalf the following retruns, namely:—

(1) *Annual return.*—Not later than the 31st January of the year subsequent to that to which it relates, an annual return, in duplicate, as nearly as possible in Form No. 22.

(2) *Annual return of holidays.*—Before the end of each year, a return giving notice of all the days on which it is intended to close the factory during the next ensuing year. This return shall be submitted whether the factory is or is not working during the year preceding the year to which the return relates.

Provided that the State Government or the Chief Inspector may dispense with this return in the case of any specified factory or of any class of factories or of factories in any particular area:

Provided further that the annual return of holidays shall be dispensed with in case of all factories—

(*a*) which regularly observe the first day of the week as holiday, or

(*b*) which regularly observe a fixed day in the week as a holiday, or

(*c*) which observe holidays according to a list approved by the Inspector:

Provided, further, that where the Manager of any factory makes any departure from such a holiday or list of holidays as aforesaid, prior intimation shall be given to the Inspector.

(3) *Half-yearly return.*—The Manager of every factory shall furnish to the Inspector on or before the 15th July and 15th January of each year, a half yearly return in duplicate as nearly as possible in Form No. 23.

Rules 105 to 107 prescribed under section 112.

105 **Information required by the Inspector.**—The occupier, owner or Manager of a factory shall furnish any information that an Inspector may require for the purpose of satisfying himself whether any provision of the Act has been complied with or whether any order of an Inspector has been duly carried out. Any demand by an Inspector for any such innformation, if made during the course of an inspection, shall be complied with forthwith if the information is available in the factory, or, if made in writing, shall be complied with within seven days of receipt thereof.

106. **Register of accidents and dangerous occurrences.**—The Manager of every factory shall maintain a Register of all accidents and dangerous occurrences which occur in the factory as nearly as possible in Form No. 24 showing the—

(*a*) Name of injured person (if any).

(*b*) Date of accident or dangerous occurrence.

(c) Date of report in Form No. 18 or 19 as the case may be, to Inspector.

(*d*) Nature of accident or dangerous occurrence.

(*e*) Date of return of injured person to work.

(*f*) Number of days of absence from work of injured person.

107. **Filing and preservation of Inspector's reports, letters, etc.**—All certificates, orders, letters, reports or other documents issued by an Inspector or other officer duly appointed in this behalf by the Government or by a local authority with respect to the fitness or safety of the factory or any portion of its buildings(works, plants, machinnery apparatus or ways, or with respect to the fitness of workers employed in the factory shall be properly filed and preserved for a period of three years and shall be available in the factory for examination by the Inspector.

108. **Savings.**—Any licence granted, notification issued, order made or anything done under any of the provisions of the West Bengal Factories Rules, 1949, shall, unless inconsistent with these rules, be deemed to have been granted, issued, made or done under the corresponding provisions of these rules.

FORM No. 1.
(See rule 3.)

APPLICATION FOR PERMISSION TO CONSTRUCT, EXTEND OR TAKE INTO USE ANY BUILDING AS A FACTORY.

1. Applicant's name ...

   Applicant's address ...

2. Full name and postal address of the factory ...

3. Situation of the factory—

   District ..

   Town or Village ...

   Police-station ...

   Nearest Railway Station or Steamer Ghat ...

4. Particulars of plant to be installed. ...

Signature of Applicant.....

Date.....

Note.—This application shall be accompanied by the following documents :—

(*a*) A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages ;

(*b*) Plans, in duplicate, showing—

(i) the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, etc., and

(ii) the plan elevation and necessary cross-sections of the various buildings, drawn to scale, indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage ways.

FORM No. 2.

(*See* rules 4, 7 and 13.)

***APPLICATION FOR REGISTRATION AND GRANT OR RENEWAL OF LICENCE AND NOTICE OF OCCUPATION SPECIFIED IN SECTIONS 6 AND 7 OF THE FACTORIES ACT*, 1948.**

(*To be submitted in duplicate.*)

1. (*a*) Full name of the factory.....

.....

.....

(*b*) Previous name of the factory, if different from the present name.....

.....

2. Situation of factory—

Address.....

Post Office.....

Telegraph Office.....

District.....

Subdivision.....

Subdivisional Headquarters.....

Police-station .....

3. Address to which communications relating to the factory may be sent.....

.....

4. Name and address of the owner of the premises occupied as a factory.....

.....

5. Nature of the manufacturing process/processes:—

(*a*) Carried on in the factory during the preceding twelve months (if the factory was then in existence).....

.....

.....

(*b*) To be carried on in the factory during the next twelve months.....

.....

.....

6. Name and address of the Managing Agents, if any—

Name.....

Address.....

7. Name and residential address of the Manager for the purpose of the Factories Act—

Name.....

Address.....

8. Names and residential addresses of occupier (*see* NOTE 1):—

(*a*) Directors of the Managing Agents.....

or

(*b*) Directors in case of a public Company.....

or

(*c*) Shareholders in case of a private Company.....

.....

or

(*d*) Partners/Proprietor.....

9. Name and address of the person nominated as the Occupier under section 100 of the Act (a director in case of a public company, or a shareholder in case of a private company, or a partner in case of a firm can be nominated)—

Name.....

Address.....

10. (*a*) Nature and total amount of power installed or proposed to be installed (total Rated H.P. in case of all factories except Electricity Generating Stations)—

.....

(*b*) Total amount of power proposed to be used.....

.....

11. Maximum number of workers (including contract labour likely to be employed in the factory on any day during the next twelve months—

(*i*) Men.....

(*ii*) Women.....

(*iii*) Adolescents (over 15 but under 18 years of age):—

(*a*) Male.....

(*b*) Female.....

(*iv*) Children (over 14 but under 15 years of age):—

(*a*) Male.....

(*b*) Female.....

..... Total:

12. Maximum number of workers (including contract labour) employed on any day during the previous twelve months.....

.....

13. In case of a factory constructed or extended or taken into use after the date of commencement of the Rules—

(*a*) Reference number and date of approval of plans by the State Government/Chief Inspector.

.....

(*b*) Reference number and date of approval of the arrangements, if any, made for disposal of trade waste and effluents.

.....

14. Amount of fee/Renewal fee Rs.....

(Rupees.....paid in.....treasury/bank) on.....(*vide* Challan No..... enclosed) for the year/years ending 31st December, 19.....

15. In case of registered factories number and date of issue of original licence—

(*a*) Licence No.....

(*b*) Date of issue.....

Signature of Occupier.....

Date.....

Note.—(1) "Occupier" of a factory means the person who has ultimate control over the affairs of the factory, and where the said affairs are entrusted to a managing agent, such agent shall be deemed to be occupier of the factory.

"Managing Agent" has the meaning assigned to it in the Companies Act, 1956.

(2) This form should be completed in ink, block letters or typed and returned to the Chief Inspector of Factories, accompanied by the licence and treasury challan.

(3) Information not included above may be submitted in separate sheets, if necessary.

FORM No. 8.
(*See* **rules 5, 6, 7 and 8.**)

LICENCE TO WORK A FACTORY

Licence No......**Reg. No**.....**Date of reg**.....
Category.....**Fee Rs**.....

Licence is hereby granted to..... **valid only for the factory known as**..... .....situated at..... .....subject to the provisions of the **Factories Act**, 1948, and the rules made thereunder.

The licence shall remain in force till 31st December, 19 .

The.....19.....

Chief Inspector of Factories, West Bengal.

RENEWALS

Valid for the year.	**Category.**	Fee for renewal.	Date of payment.	Late fee for renewal.	Signature of Chief Inspector of Factories, West Bengal.

TRANSFERS

To whom transferred.	Date of transfer.	Date of payment of transfer fee.	Signature of Chief Inspector of Factories, West Bengal.

AMENDMENTS

Date when category changed.	**Changed category.**	Date of payment of amendment fee.	Additional fee.	Signature of Chief Inspector of Factories, West Bengal.

FORM No, 6

(*See* rules 18 and 42)

REGISTER OF LIME WASHING, PAINTING, ETC.

Part of Factory, *e.g.*, name of room.	Parts lime-washed, painted, varnished or oiled, *e.g.*, walls, ceilings, wood work, etc.	Treatment, whether lime-washed, painted, varnished or oiled.	Date on which lime-washing, painting, varnishing, oiling or cleaning was carried out (according to the English calendar).			Remarks.
			Date.	Month.	Year.	
1	2	3	4	5	6	7

FORM No. 7.
(*See* rule 53.)

REGISTER OF SPECIALLY TRAINED WORKERS

Serial number in the register of adult workers.	Name of worker.	Age.	Nature of work.	Qualifications, if any, or period of service on similar work.	Date when tight fitting clothing provided.	Signature or thumb impression of worker.	Remarks.
1	2	3	4	5	6	7	8

FORM No. 12.

(*See* rules 82 and 84.)

NOTICE OF PERIODS OF WORK FOR ADULT OR CHILD WORKERS.

Name of factory..... Place.....

	Starting time.	Intervals for rest.		Stopping time.
		From—	To—	
Sunday ..				
Monday ..				
Tuesday ..				
Wednesday ..				
Thursday ..				
Friday ..				
Saturday ..				

Signature of Manager.....

Date.....

FORM No. 12A.

(*See* rules 82 and 84.)

NOTICE OF PERIODS OF WORK FOR ADULT OR CHILD WORKERS.

Name of factory..... Place.....

	Group No.....				Group No.....			
	Nature of work.....				Nature of work.....			
	Starting time.	Intervals for rest.		Stopping time.	Starting time.	Intervals for rest.		Stopping time.
		From—	To—			From—	To—	
Sunday ..								
Monday ..								
Tuesday ..								
Wednesday ..								
Thursday ..								
Friday ..								
Saturday ..								

Signature of Manager.....

Date.....

FORM No. 12B.
(*See* rules 82 and 84.)

NOTICE OF PERIODS OF WORK FOR ADULT OR CHILD WORKERS.

Name of factory..... **Place**.....

	Group No.....							
	Nature of work.....							
	Relay No.....				Relay No.....			
	Starting time.	Intervals for rest.		Stopping time.	Starting time.	Intervals for rest.		Stopping time.
		From—	To—			From—	To—	
Sunday ..								
Monday ..								
Tuesday ..								
Wednesday ..								
Thursday ..								
Friday ..								
Saturday ..								

Signature of Manager.....

Date.....

FORM No. 13.
(See rule 83.)

For the month of.....19..
the period.....19....to.....19..

REGISTER OF ADULT WORKERS

Serial No.	Name.	Nature of work.	Group No.	Relay No.	Particulars of transfer from one group or relay to another.	No. and date of certificate if an adolescent.		Number of hours worked each day.							Remarks.
						No. of certificate and date.	Token No. giving reference to the certificate.	1	2	3	4	5	6	7	

FORM No. 14.
(*See* rule 85.)

For the month of..... 19..
the period.....19....to.....19..

REGISTER OF CHILD WORKERS

Serial No.	Name.	Father's name.	Date of first employment.	No. of certificate and its date.	Token number giving reference to certificate.	Group No.	No. of relay if working in shifts.	Number of hours worked each day.							Remarks.
								1	2	3	4	5	6	7	

FORM No. 16.

(*See* rule 89.)

LEAVE BOOK

In case of discharged or dismissed worker:

Name..... Serial No. in the Register of Adult/Child Workers.... ..... Date of discharge or dismissal.....

Date and amount of payment made in lieu

Department..... Date of entry into service..... .... of leave due.....

Calendar year.	No. of days leave earned in the immediately preceding calendar year.	No. of days leave brought forward (from previous year or years).	Dates of absence.				Actual No. of days worked during the calendar year shown in col I.	Date from which the worker is allowed leave (shown in columns 2 and 3) and No. of days allowed.	Rate of wages for the period of leave.	Amount of wages for the period of leave.	Date of payment.	Remarks.
			Lay off.	Maternity Leave (Female worker).	Leave earned in the immediately preceding calendar year and enjoyed during the year.	Others.						
1	2	3	4	5	6	7	8	9	10	11	12	13

Note.—(1) The leave book shall be made out separately for each worker on thick bound sheets.

(2) No. of days leave earned = $\frac{\text{Column (8)}}{20}$ for adult and $\frac{\text{Column (8)}}{15}$ for child.

FORM No. 17

(*See* rule 16 and Schedules II, III, IV, XIII and XIV to rule 94.)

HEALTH REGISTER

(In respect of persons employed in occupations declared to be dangerous operation under section 87.)

Serial No.	Works No.	Name of worker.	Sex.	Age (last birth day).	Date of employment on present work.	Date of leaving or transfer to other work.	Reason for leaving, transfer or discharge.	Nature of job or occupation.	Raw material or by product handled.	Dates of Medical Examination by Certifying surgeon. / Result of Medical Examination.	If suspended from work, state period of suspension with detailed reasons.	Re-certified fit to resume duty on (with signature of Certifying Surgeon).	If certificate of unfitness or suspension issued to worker.	Signature with date of Certifying Surgeon.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Note.—(i) C s a ry (f reasons for transfer or discharge should be stated.

(i l -S)) expressed as fit/unfit/suspended.

FORM No. 18.
(*See* rules 95 and 106.)

NOTICE OF ACCIDENT

Dated.....19.....

To

Sir,

I hereby give notice under section 88 of the Factories Act, 1948, that an accident occurred in this factory and the following person was involved in the accident:—

Name.....Occupation.....Sex.....
Age.....

---

1. Date and hour of accident.....
2. The hour at which the injured person started work on day of occurrence.....
3. (*a*) State how the accident occurred.....
   (*b*) If caused by machinery—
   (*i*) give the name of the machine and part causing the accident.....
   (*ii*) state whether it was being moved by mechanical power at the time.....
4. Was the accident due to injured person's negligence or to that of any other person?.....
5. Names of persons who saw the accident and can give important evidence.....
6. Nature and extent of injury giving medical diagnosis, if possible.....
7 Number of days the injured person is likely to be off work.....
8. Name and address of Medical Officer in attendance on injured person.....

Name of factory.....Nature of industry.....
Branch or Department where accident occurred.....
Address..... Signed.....

Note.—Any additional information which the Manager may wish to give, in order to let the Inspector have a clear idea of the circumstances surrounding the accident, should be attached to this from.

(*To be filled in by the Factory Inspection Department.*)

Classification.....Inspector's initial.....

Responsibility.....Date.....

FORM No. 19.
(*See* rules 99 and 106.)

NOTICE OF DANGEROUS OCCURRENCE

Dated.....19.....

To

Sir,

I hereby give notice under section 88 of the Factories Act, 1948, that a dangerous occurrence occurred in the factory as detailed below :—

1. Date and hour of dangerous occurrence.....

.....

2. Full account of the dangerous occurrence.....

.....

3. Names of persons who saw the dangerous occurrence and can give important evidence.....

.....

Name of factory.....Nature of industry.....

.....

Branch or department where the dangerous occurrence occurred.....

Address.....*Signed*.....

Note.—Any additional information which the Manager may wish to give in order to let the Inspector have a clear idea of the circumstances surrounding the dangerous occurrence, should be attached to this form.

FORM No. 20.
(*See* rule 100.)

To be filled in by the Chief Inspector.
No. of Case.....
Remarks.....

NOTICE OF POISONING OR DISEASE

1 Name and address of factory.....
.....

2. Address of office or private residence of occupier.....
.....

3. Nature of Industry.....

4. Name and Works Number of Patient.....
.....

5. Address of Patient.....
.....

6. Sex and Age of Patient.....

7. Precise occupation of Patient.....

8. Nature of Poisoning or Disease from which Patient is suffering.....

9. Has the case been reported to the Certifying Surgeon?

Signature of Manager.....

Dated.....

FORM No. 21.
(*See* rule 102.)

ABSTRACT OF THE FACTORIES ACT, 1948, AND THE WEST BENGAL FACTORIES RULES, 1958.

(*To be affixed in a conspicuous and convenient place at or near the main entrance to the Factory.*)

Working hours, holidays, intervals for rest, etc.

1. **Hours of work (Adults). Sections 51 and 54.**—No adult worker shall be required, or allowed, to work in a factory for more than 48 hours in any week and for more than 9 hours in any day.

2. **Relaxation of Hours of Work (Adults). Sections 5, 64 and 65.**—Limits on working hours are those prescribed by sections 51 and 54, viz., 48 hours a week and 9 hours a day. These limits cannot be exceeded except (1) in cases of public emergency declared by the State Government under section 5, (2) in cases of work covered by the exemption rules framed under section 64 and (3) in cases of permission given by the State Government or the Chief Inspector of Factories for dealing with exceptional press of work.

3. **Payment for Overtime. Section 59.**—Where by virtue of the exemption rules or exempting order a worker works in a factory for more than 9 hours in any day or for more than 48 hours in any week he shall, in respect of overtime work, be entitled to wages inclusive of allowances at the rate of twice his ordinary rate of wages.

4. **Weekly Holiday (Adults). Section 52.**—No adult worker shall be required or allowed to work in a factory on the first day of the week, unless he has, or will have, holiday for a whole day for one of the three days immediately before or after the said day, and the Manager of the factory has, before the said day or the substituted day, whichever is earlier, delivered a notice at the office of the Inspector of his intention to require the worker to work on the said day and of the day which is to be substituted, and displayed a notice to that effect in the factory:

Provided that no substitution shall be made which will result in any worker working for more than ten days consecutively without a holiday for a whole day.

Where a worker in a factory, as a result of exemption from the ordinary provision relating to weekly holidays, is deprived of any of the weekly holidays he shall be allowed, within the month in which the holidays were due to him or within the two months immediately following that month, compensatory holidays of equal number to the holidays so lost.

5. **Intervals for Rest and Spread over (Adults). Sections 55 and 56.**—The periods of work of adult workers in a factory each day shall be so fixed that no period shall exceed 5 hours before he has had an interval for rest of at

least half an hour and that inclusive of his intervals for rest they shall not spread over more than 10½ hours in any day. With the permission of the State Government or the Chief Inspector in writing the period worked without an interval may be increased to 6 hours and the spreadover to 12 hours.

6. **Prohibition of Double Employment. Sections 60, 71 and 99.**—No child or except in certain circumstances, adult worker shall be required or allowed to work in any factory on any day on which he has already been working in any other factory.

If a child works in a factory on any day on which he has already been working in another factory, the parent or guardian of the child or the person having custody of or over him or obtaining any direct benefit from his wages shall be punishable with fine, which may extend to Rs. 50 unless it appears to the court that the child so worked without the consent or connivance of such parent, guardian or person.

7. **Prohibition of Employment of Children under 14. Section 67.**—No child who has not completed his fourteenth year shall be required or allowed to work in any factory.

8 **Hours of work (Children). Section 71.**—No child shall be employed or permitted to work in any factory for more than 4½ hours in any day and during the night.

The provision relating to weekly holidays shall also apply to child workers

9 **Prohibition of Employment of Women. Section 66.**- No woman unless authorised by the State Government in this behalf shall be employed in any factory for more than 9 hours in any day or between the hours of 7 p.m. and 6 a.m.

Leave with Wages

10. **Leave with Wages. Sections 79, 80 and 83 and Rules.**—(*a*) Every worker who has worked for a period of 240 days or more in a factory during a calendar year shall be allowed during the subsequent calendar year, leave with wages for a number of days calculated at the rate of—

(*i*) if an adult, one day for every twenty days of work performed by him during the previous calendar year;

(*ii*) if a child, one day for every fifteen days of work performed by him during the previous calendar year.

The leave admissible shall be exclusive of all holidays whether occurring during or at either end of the period of leave.

(*b*) For the leave allowed to him, a worker shall be paid at a rate equal to the daily average of his total full-time earnings for the days on which he worked during the

month immediately preceding his leave, exclusive of any overtime and bonus but inclusive of dearness allowance and the cash equivalent of the advantage accruing through the concessional sale to the worker of foodgrains and other articles.

(*c*) A worker whose service commences otherwise than on the first day of January, shall be entitled to leave with wages at the rate stated above if he has worked for two-thirds of the total number of days in the remainder of the calendar year.

(*d*) If a worker is discharged or dismissed from service during the course of the year he shall be entitled to leave with wages at the rate stated above even if he has not worked for the entire period entitling him to earn leave.

(*e*) If the employment of worker who is entitled to leave in accordance with (*a*) or (*c*), as the case may be, is terminated by the occupier before he has taken the entire leave to which he is entitled, or if having applied for and having not been granted such leave, the worker quits his employment before he has taken the leave, the occupier of the factory shall pay him the amount payable in respect of the leave not taken, and such payment shall be made, where the employment of the worker is terminated by the occupier, before the expiry of the second working day after such termination, and where a worker who quits his employment, on or before the next pay day.

(*f*) The Manager shall maintain a leave with wages register in the prescribed Form No. 15 and shall provide each worker with a book called the "Leave Book" in the prescribed Form No. 16. The Leave Book shall be expressly entrusted to the worker for custody and the Manager or his agent shall not demand it except to make relevant entries therein whenever necessary and shall not keep it for more than a week at a time. If a worker loses his Leave Book, the Manager shall provide him with a copy on payment of one anna and shall complete it from his record.

(*g*) Every worker shall declare his nominee to whom his leave pay shall be paid if he dies before availing of the leave due.

Health

11. **Cleanliness. Section 11.**—The precincts of every factory, floors of workrooms, drains, etc., shall be kept clean as prescribed.

12. **Drinking Water. Section 18.**—In every factory effective arrangements shall be made to provide and maintain at suitable points, conveniently situated for all workers employed therein, a sufficient supply of wholesome drinking water.

In every factory wherein more than 250 workers are ordinarily employed the drinking water shall, during the hot weather, be cooled by ice or other effective methods.

The cooled drinking water shall be supplied in every canteen, lunch-room and rest-room and also at conveniently accessible points throughout the factory.

13. **Latrines and Urinals. Section 19 and Rules.**—In every factory sufficient latrine and urinal accommodation of the prescribed type (separate enclosed accommodation for male and female workers) shall be provided conveniently situated and accessible to workers at all times while they are at the factory.

14. **Spitoons. Section 20.**—In every factory, there shall be provided with a sufficient number of spitoons of the type prescribed in convenient places and they shall be maintained in a clean and hygienic condition. No person shall spit except in the spitoons provided for the purpose. Whoever spits in contravention of this provision shall be punishable with fine not exceeding five rupees.

Safety

15. **Fencing of Machinery. Section 21.**—In every factory dangerous parts of machines shall be securely fenced by safeguards of substantial construction which shall be kept in position while the parts of machinery they are fencing are in motion or in use.

16. **Work on or near Machinery in Motion. Section 22.**— No woman or young person shall be allowed to clean, lubricate or adjust any part of a prime mover or of any transmission machinery while the prime mover or transmission machinery is in motion, or to clean, lubricate or adjust any part of any machine if the cleaning, lubrication or adjustment thereof would expose the woman or young person to risk of injury from any moving part either of that machine or of any adjacent machinery.

17. **Employment of Young Persons on Dangerous Machinery. Section 23.**—No young person shall work at any machine declared to be dangerous unless he has been fully instructed as to the dangers arising in connection with the machine and the precautions to be observed and has received sufficient training in work at the machine or is under adequate supervision by a person who has a thorough knowledge and experience of the machine.

18. **Casing of New Machinery....Section 26.**—In all machinery driven by power and installed in any factory after 1st April 1949 every set screw, bolt or key on any revolving shaft, spindle, wheel or pinion shall be so sunk, encased or otherwise effectively guarded as to prevent danger; all spur, worm and other toothed or friction gearing which does not require frequent adjustment while in motion shall be completely encased, unless it is so situated as to be as safe as it would be if it were completely encased.

Whoever sells or lets on hire or as agent of a seller or hirer, causes or procures to be sold or let on hire, for use in a factory any machinery driven by power which does

not comply with these provisions, shall be punishable with imprisonment for a term which may extend to three months or with fine which may extend to five hundred rupees or with both.

19. **Prohibition of Employment of Women and Children near Cotton Openers. Section 27.**—No woman or child shall be employed in any part of a factory for pressing cotton in which a cotton opener is at work.

20. **Excessive Weights. Section 34.**—No woman or young person shall, unaided by another person, lift, carry or move by hand or on head, any material, article, tool or appliance exceeding the following limits:—

Adult female	... 65	lb.
Adolescent male	... 65	,,
Adolescent female	. 45	,,
Male child	... 35	,,
Female child	.. 30	,,

21. **Protection of Eyes. Section 35.**—Effective screens or suitable goggles shall be provided for the protection of persons employed in or in the vicinity of processes which involve risk of injury to the eyes from particles or fragments thrown off in the course of the process or which involve risk of injury to the eyes by reason of exposure to excessive light.

22. **Precautions in case of fire. Section 38.**—Every factory shall be provided with adequate means of escape in case of fire for the persons employed therein. The doors affording exit from any room shall, unless they are of the sliding type, be constructed to open outwards. Every window, door or other exit affording a means of escape in case of fire, other than the means of exit in ordinary use, shall be distinctively marked. Effective and clearly audible means of giving warning in case of fire to every person employed in the factory shall be provided. Effective measures shall be taken to ensure that wherein more than twenty workers are ordinarily employed in any place above the ground-floor, or wherein explosive or highly inflammable materials are used or stored, all the workers are familiar with the means of escape in case of fire and have been adequately trained in the routine to be followed in such case.

Welfare

23. **Washing Facilities. Section 42.**—In every factory adequate and suitable facilities for washing shall be provided and maintained for the use of the workers therein. Such facilities shall include soap and nail brushes or other suitable means of cleaning and the facilities shall be conveniently accessible and shall be kept in a clean and orderly condition.

If female workers are employed separate facilities shall be provided and so enclosed or screened that the interiors are not visible from any place where persons of the other sex work or pass.

24. **Facilities for Storing and Drying Clothing. Section 43 and Rules.**—In the case of certain dangerous operations, *e.g.*, lead processes, liming and tanning of raw hides and skins, etc., suitable places for keeping clothing not worn during working hours and for the drying of wet clothing shall be provided and maintained.

25. **Facilities for Sitting. Section 44.**—In every factory suitable arrangements for sitting shall be provided and maintained for all workers obliged to work in a standing position in order that they may take advantage of any opportunities for rest which may occur in the course of their work.

26. **First Aid and Ambulance Room. Section 45.**—There shall in every factory be provided and maintained so as to be readily accessible during all working hours first aid boxes or cupboards equipped with the prescribed contents. All such boxes and cupboards shall be kept in the charge of a responsible person who is trained in first-aid treatment and who shall always be available during the working hours of the factory.

In every factory wherein more than 500 workers are employed there shall be provided and maintained an ambulance room of the prescribed size and containing the prescribed equipment. The ambulance room shall be in charge of a qualified medical practitioner assisted by at least one qualified nurse and such other staff as may be prescribed.

27. **Canteens. Section 46 and Rules.**—In every factory wherein more than 250 workers are ordinarily employed, a canteen or canteens shall be provided and maintained by the occupier for the use of the workers. Food, drink and other items served in the canteen shall be sold on a non-profit basis and the prices charged shall be subject to the approval of a Canteen Managing Committee which shall consist of an equal number of persons nominated by the Manager and elected by the workers. The number of elected workers shall be in the proportion of 1 for every 1,000 workers employed in the factory provided that in no case shall there be more than 5 or less than 2 workers on the Committee. The Committee shall be consulted from time to time as to the quality and quantity of foodstuffs to be served in the canteen, the arrangement of the menus, etc., etc.

28. **Shelters, Rest-rooms and Lunch-rooms. Section 47.**—In every factory wherein more than 150 workers are ordinarily employed adequate and suitable shelters or rest-rooms and a suitable lunch-room, with provisions for drinking water, where workers can eat meals brought by them shall be provided and maintained for the use of the workers.

29. **Creches. Section 48 and Rules.**—In every factory wherein more than 50 women workers are ordinarily employed there shall be provided and maintained a suitable room or rooms for the use of children under the age of six years of such women. The Creche shall be adequately furnished and equipped and in particular there shall be one suitable cot or a cradle with the necessary bedding for each child, at least one chair or equivalent seating accommodation for the use of the mother while she is feeding or attending to her child and a sufficient supply of suitable toys for elder children.

There shall be in or adjoining the Creche a suitable wash-room for the washing of the children and their clothing. An adequate supply of clean clothes, soap and clean towels shall be made available for each child while it is in the Creche. At least half a pint of clean pure milk shall be available for each child on every day it is accommodated in the Creche and the mother of such a child shall be allowed in the course of her daily work suitable intervals to feed the child. For children above two years of age, there shall be provided, in addition, an adequate supply of wholesome refreshment. A suitably fenced and shady open air play-ground shall also be provided for the older children.

30. **Welfare Officers. Section 49.**—In every factory wherein 500 or more workers are ordinarily employed the occupier shall employ in the factory such number of Welfare Officers as may be prescribed.

Special Provisions.

31. **Dangerous Operations. Section 87 and Rules.**—The following operations have been declared to be dangerous:—

Manufacture of aerated water and processes incidental thereto; electrolytic plating or oxidation of metal articles by use of an electrolyte containing chromic acid or other chromium compounds; manufacture or repair of electric accummulators; glass manufacture; grinding or glazing of metals; manufacture, treatment or handling of lead, lead alloys or certain compounds of lead; generating petrol gas from petrol; cleaning or smoothing of articles by a jet of sand, metal shot or grit or other abrasive propelled by a blast of compressed air or steam; liming and tanning of raw hides and skins and processes incidental thereto; feeding of jute, hemp or other fibres into softening machines; lifting, stacking, storing and shipping of bales in and from finished goods godowns of Jute Mills; manufacture, use or storage of cellulose solutions; manufacture of chromic acid or manufacture or recovery of the bichromate of sodium, potassium or ammonium; printing presses and type founderies—certain lead processes carried therein.

32. **Notice of Accidents. Section 88 and Rules.**—Where in any factory an accident occurs which causes death or which causes bodily injury by reason of which the person injured is prevented from working for a period of 48 hours or more immediately following the accident or which, though not attended by personal injury or disablement, appertains to fire, explosion, collapse of building, accident to plant, etc., the Manager of the factory shall forthwith send notice thereof to the Inspector.

33. **Notice of Certain Diseases. Section 89 and Rules.**—Where any worker in a factory contracts any of the following diseases the Manager of the factory shall send notice thereof forthwith both to the Chief Inspector and the Certifying Surgeon:—

Lead, phosphorus, mercury, manganese, arsenic, carbon bisulphide or benzene poisoning; or poisoning by nitrous fumes, or by halogens or halogen derivatives of the hydrocarbons of the aliphatic series; or of chrome ulceration, anthrax, silicosis, toxic anaemia, toxic jaundice, primary epitheliomatous cancer of the skin, or pathological manifestations due to radium or other radio-active substances or X-rays.

34. **No Charge for Facilities and Conveniences. Section 114.**—No fee or charge shall be realised from any worker in respect of any arrangements or facilities to be provided or any equipments or appliances to be supplied by the occupier under the provisions of the Act

35. **Powers of Inspectors. Sections 9 and 82.** Inspectors have power to inspect factories any time and may require the production of registers, certificates, etc., prescribed under the Act and the Rules.

Any Inspector may institute proceedings on behalf of any worker to recover any sum required to be paid by an employer under the provisions relating to leave with wages, which the employer has not paid.

36. **Obligations of Workers. Sections 97 and 111.**—No worker in a factory—

(*i*) shall wilfully interfere with or misuse any appliance, convenience or other thing provided in a factory for the purpose of securing the health, safety or welfare of the workers therein.

(*ii*) shall wilfully and without any reasonable cause do anything likely to endanger himself or others, and

(*iii*) shall wilfully neglect to make use of any appliance or other thing provided in the factory for the purpose of securing the health or safety of the workers therein.

If any worker employed in a factory contravenes any of these provisions or any rule or order made thereunder he shall be punishable with imprisonment for a term which may extend to three months or with the fine which may extend to Rs. 100 or with both.

If any worker employed in factory contravenes any provisions of the Act or any rules or orders made thereunder imposing any duty or liability on workers he shall be punishable with fine which may extend to Rs. 20.

37. **Certificates of fitness. Sections 68, 70 and 98.**— No child who has completed his fourteenth year or an adolescent shall be required or allowed to work in any factory unless a certificate of fitness granted with reference to him is in the custody of the Manager of the factory and such child or adolescent carries, while he is at work, a token giving a reference to such certificate. Any fee payable for such a certificate shall be paid by the occupier and shall not be recoverable from the young person, his parents or guardian.

An adolescent who has been granted a certificate of fitness to work in a factory as an adult and who while at work in a factory carries a token giving reference to the certificate shall be deemed to be an adult for all the purposes of the provisions of the Act relating to the working hours of adults and the employment of young persons. An adolescent who has not been granted a certificate of fitness to work in a factory as an adult shall, notwithstanding his age, be deemed to be a child for all the purpose of the Act.

Whoever knowingly uses or attempts to use, as a certificate of fitness granted to himself, a certificate granted to another adolescent to work in a factory as an adult, or who having procured such a certificate knowingly allows it to be used, or an attempt to use it to be made, by another person, shall be punishable with imprisonment for a term which may extend to one month or with fine which may extend to Rs. 50 or with both.

38. **Registers, Notices and Returns. Sections 61, 62, 63, 72, 73, 74 and 110.**—A register of adult workers in the prescribed Form No. 13 and a register of child workers in the prescribed Form No. 14 shall be maintained by the Manager of every factory.

A notice of periods of work for adults and a notice of periods of work for children in the prescribed Form No. 12, No. 12A or Form No. 12B shall be correctly maintained and displayed in every factory. No adult worker or child shall be required or allowed to work in any factory otherwise than in accordance with their respective notices of periods of work displayed in the factory.

The owners, occupiers or Managers of factories shall submit the prescribed periodical returns to the Inspector regularly.

FORM No. 22.
[*See* clause (1) of rule 103.]

ANNUAL RETURN UNDER THE FACTORIES ACT, 1948

Year ending 31st December, 19.....

Name of factory.....

Postal Address.....

District.....

Nature of Industry.....

Name of occupier.....

Name of Manager.....

PART I

1. *Average daily number of workers employed.
   - Men.....
   - Women.....
   - Adolescents :-.....
     - Male.....
     - Female.....
   - Children :-.....
     - Male.....
     - Female.....

2. Normal hours worked per week.
   - Men.....
   - Women.....
   - Children.....

3. Number of days worked in the year.....

4. †Average daily number of workers employed in dangerous operations.....

5. ‡Total man-days lost due to accidents reportable under section 88 of the Factories Act, 1948 (total of column 6 of Form No. 24 prescribed under rule 106).....

*The average daily number should be calculated by dividing the aggregate number of attendances on working days by the number of working days in the year. In reckoning attendances, attendances by temporary as well as permanent employees should be counted, and all employees should be included, whether they are employed directly or under contractors. Attendances on separate shifts (e.g., night and day shifts) should be counted separately. Days on which the factory was closed, for whatever cause and days on which the manufacturing processes were not carried on should not be treated as working days.

†Manufacture of aerated water and processes incidental thereto ; electrolytic plating or oxidation of metal articles by use of an electrolyte containing chromic acid or other chromium compounds ; manufacture or repair of electric accumulators ; glass manufacture ; grinding or glazing of metals ; manufacture, treatment or handling of lead, lead alloys or certain compounds of lead ; generating petrol gas from petrol ; cleaning or smoothing of articles by a jet of sand, metal shot or grit or other abrasive propelled by a blast of compressed air or steam ; liming and tanning of raw hides and skins and processes incidental thereto ; feeding of jute hemp or other fibres into softening machines ; lifting, stacking, storing and shipping of bales in and from finished goods godowns of Jute Mills ; manufacture, use or storage of cellulose solutions ; manufacture of chromic acid or manufacture or recovery of the bichromate of sodium, potassium or ammonium ; printing presses and type foundries—certain lead processes carried on therein.

‡Total of the number of days each person is absent from work due to being injured by an accident in the factory.

PART II—LEAVE WITH WAGES

1. Total number of workers employed during the year:—

Men.....

Women.....

Children.....

2. Number of workers who qualified for leave during the year:—

Men .....

Women.....

Children.....

3. Number of workers whose leave was due during the year (including leave brought forward from previous years):—

Men.....

Women.....

Children.....

4. Number of workers who were granted leave during the year:—

Men .....

Women.....

Children. .....

5. Number of workers who did not avail themselves of leave due to them during the year:—

Men.....

Women.....

Children. .....

PART III—COMPENSATORY HOLIDAYS

1. Number of workers exempted from section 52 of the Factories Act—

Men.....

Women.....

2. Number of persons who received holidays in the—

(1) same month.....

(2) following month.....

(3) third month.....

Signature of Manager.

Dated.....

FORM No. 23

[*See* clause (3) of rule 103.]

HALF-YEARLY RETURN

Period ending 30th June 19..../31st December 19 ..

Name of Factory.....

Name of Occupier.....

Name of Manager.....

(1) District.....

(2) Postal Address.....

(3) Nature of Industry.....

(4) *Average number of workers employed daily

Men	.. .. ..
Women	.. .. ..
Adolescents—	
Male	.. .. ..
Female	.. .. ..
Children—	
Female	.. .. ..
Male	.. .. ..

(5) Number of days worked during the half-year ending 30th June 19..../31st December 19....

Dated.....

.....
Signature of Manager.

*The average daily number should be calculated by dividing the aggregate number of attendances on working day by the number of working days in the half year. In reckoning attendances, attendances by temporary as well as permanent employees should be counted, and all employees should be included, whether they are employed directly or under contractors. Attendances on separate shifts (e.g., night and day shifts) should be counted separately. Days on which the factory was closed, for whatever cause, and days on which the manufacturing processes were not carried on should not be treated as working days.

FORM No. 24.
(*See* rule 106.)

REGISTER OF ACCIDENTS AND DANGEROUS OCCURRENCES

Name of injured person (if any).	Date of accident or dangerous occurrence.	Date of report (in Form No. 18 or 19) to Inspector.	Nature of accident or dangerous occurrence.	Date of return of injured person to work.	Number of days the injured person was absent from work.
1	2	3	4	5	6

FORM No. 25

(*See* Schedules VI and XIV to rule 94).

SPECIAL CERTIFICATE OF FITNESS

(In respect of persons employed in operations involving use of lead compounds.)

Serial No..... .....

Date .....

I hereby certify that I have personally examined.....

....son of.....

....residing at..... .....

who is desirous of being employed as..... .....in the

....and that his age, as nearly as can

be ascertained from my examination, is..... .....years,

and that he is, in my opinion, fit for employment at work involving the use of lead compounds. His descriptive marks are—

....

....

Left thumb-impression of persons examined.

Certifying Surgeon.

I certify that I examined the person mentioned above on—	I extend this certificate until—	Signature of Certifying Surgeon.	Note of symptoms of lead poisoning (if any).

APPENDIX No. 18.

The following Act of the Indian Legislative Council received the assent of the Governor-General on the 9th September, 1920, and is hereby promulgated for general information:—

Act No. XXXIII of 1920.

An Act to authorise the taking of measurements and photographs of convicts and others.

Whereas it is expedient to authorise the taking of measurements and photographs of convicts and others; it is hereby enacted as follows:—

Short title and extent.

1. (*1*) This Act may be called the Identification of Prisoners Act, 1920; and

(*2*) It extends to the whole of British India, including British Baluchistan, the Sonthal Parganas and the district of Angul

Definitions.

2. In this Act, unless there is anything repugnant in the subject or context,—

(*a*) "measurements" include finger impressions and foot-print impressions;

(*b*) "police-officer" means an officer in charge of a police-station, a police officer making an investigation under Chapter XIV of the Code of Criminal Procedure, 1898, or any other police officer not below the rank of sub-inspector; and

V of 1898.

(*c*) "prescribed" means prescribed by rules made under this Act.

Taking of measurements, etc., of persons.

3. Every person who has been—

(*a*) convicted of any offence punishable with rigorous imprisonment for a term of one year or upwards, or of any offence which would render him liable to enhanced punishment on a subsequent conviction; or

V of 1898.

(*b*) ordered to give security for his good behaviour under section 118 of the Code of Criminal Procedure, 1898,

shall, if so required, allow his measurements and photograph to be taken by a police officer in the prescribed manner.

Taking of measurements, etc., of non convicted persons.

4. Any person who has been arrested in connection with an offence punishable with rigorous imprisonment for a term of one year or upwards shall, if so required by a police officer, allow his measurements to be taken in the prescribed manner.

Power of Magistrate to order a person to be measured or photographed. V of 1898.

5. If a Magistrate is satisfied that, for the purposes of any investigation or proceeding under the Code of Criminal Procedure, 1898, it is expedient to direct any person to allow his measurements or photograph to be taken, he may make an order to that effect, and in that case the person to whom the order relates shall be produced or shall attend at the time and place specified in the order and shall allow his measurements or photograph to be taken, as the case may be, by a police officer:

Provided that no order shall be made directing any person to be photographed except by a Magistrate of the first class:

Provided further, that no order shall be made under this section unless the person has at some time been arrested in connection with such investigation or proceeding.

Resistance to the taking of measurements, etc.

6. (*1*) If any person who under this Act is required to allow his measurements or photograph to be taken resists or refuses to allow the taking of the same, it shall be lawful to use all means necessary to secure the taking thereof.

(*2*) Resistance to or refusal to allow the taking of measurements or photographs under this Act shall be deemed to be an offence under section 186 of the Indian Penal Code. **XLV of 1860.**

Destruction of photographs and records of measurements, etc., on acquittal.

7. Where any person who, not having been previously convicted of an offence punishable with rigorous imprisonment for a term of one year or upwards, has had his measurements taken or has been photographed in accordance with the provisions of this Act is released without trial or discharged or acquitted by any Court, all measurements and all photographs (both negatives and copies) so taken shall, unless the Court or (in a case where such person is released without trial) the District Magistrate or Subdivisional Officer for reasons to be recorded in writing otherwise directs, to be destroyed or made over to him.

Power to make rules.

8. (*1*) The Local Government may make rules for the purpose of carrying into effect the provisions of this Act.

(*2*) In particular and without prejudice to the generality of the foregoing provision, such rules may provide for—

(*a*) restriction on the taking of photographs of persons under section 5;

(*b*) the place at which measurements and photographs may be taken;

(*c*) the nature of the measurements that may be atken;

(*d*) the method in which any class or classes of measurements shall be taken;

(*e*) the dress to be worn by a person when being photographed under section 3; and

(*f*) the preservation, safe custody, destruction and disposal of records of measurements and photographs.

Bar of suits.

9. No suit or other proceeding shall lie against any person for anything done, or intended to be done, in good faith under this Act or under any rule made thereunder.

APPENDIX No. 19.

Rules regarding the custody and dispensing of poisonous drugs.

[Extract from Health Manual, Vol I]

(Medical).

(From pages 323 to 324)

Item 16—Poisons.—(a) All poisons shall be kept in almirahs secured by lock and key, in which no substances shall be kept other than poison, and each of the poisons shall be kept in a separate closed receptacle within the almirah. Every such almirah and every such receptacle shall be marked with the word "POISON" in red characters both in English and vernacular and in the case of receptacles kept for separate poisons, with the names of such poisons

(b) Every vessel, package, or covering containing poison shall be labelled with the name of the poison and the word POISON and in case of preparations for external use only the words NOT TO BE TAKEN' in addition, distinctly printed both in English and vernacular in red letters

Note.—In exceptional cases when printed labels are not immediately available written label may be used If labels are written only block capitals and red ink shall be used.

(c) when any poison is issued it shall be securely packed in a closed receptacle or packet which shall be labelled by the compounder with a red label bearing the name of the poison and the wods "POISON" and in case of preparations for external use only, the words "NOT TO BE TAKEN" in addition, in English and vernacular, and the name of the compounder, together with the date of issue

(d) The stock of poisons for dispensing purposes shall be kept in the dispensing room in a separate almirah and the almirah shall be locked up. Such poisons shall be kept in separate bottles or other receptacles distinguishable by touch and colour from ordinary bottles and receptacles and marked with the word "POISON" in English and the vernacular and the name of the poison in red letters in vernacular.

(e) when a poison is dispensed without any admixture all restrictions referred to in clause (c) regarding poisons issued and method of issues shall apply.

(f) A stock register of poisons shall be maintained and kept up-to-date, and a record of the prescriptions under which poisons are issued shall be preserved for two years.

SCHEDULE E.

(The Drugs Rules, 1945.)

LIST OF POISONS

Acetanilide; Alkyl acetanilides.

Aconite, roots of.

Alkaloids, the following; their salts, simple or complex:—

Acetyldihydrocodeinone; its esters.

Aconite, alkaloids of, except substances containing less than 0.02 per cent. of the alkaloids of aconite.

Apomorphine, except substances containing less than 0.2 per cent. of apomorphine.

Atropine, except substances containing less than 0.15 per cent. of atropine.

Belladonna, alkaloids of, except substances containing less than 0.15 per cent. of the alkaloids of belladonna calculated as hyoscyamine.

Benzoylmorphine.

Brucine, except substances containing less than 0.2 per cent. of brucine.

Calabar bean, alkaloids of.

Coca, alkaloids of, except substances containing less than 0.1 per cent. of the alkaloids of coca.

Cocaine, except substances containing less than 0.2 per cent. of cocaine.

Codeine, except substances containing less than one per cent. of codeine.

Colchicine, except substances containing less than 0.5 per cent. of colchicine.

Coniine, except substances containing less than 0.1 per cent. of coniine.

Cotarnine, except substances containing less than 0.2 per cent. of cotarnine.

Curarine.

Diamorphine (Diacetylmorphine hydrochloride).

Dihydrocodeinone; its esters.

Dihydrohydroxycodeinone; its esters.

Dihydromorphine; its esters.

Dihydromorphinone; its esters.

Ecgonine; except substances containing less than 0.1 per cent. of ecgonine; its esters.

Emetine, except substances containing less than one per cent. of emetine.

Ephedra, alkaloids of, except substances containing less than one per cent. of the alkaloids of ephedra.

Ergot, alkaloids of.

Ethylmorphine, except substances containing less than 0.2 per cent. of ethylmorphine.

Gelsemium, alkaloids of, except substances containing less than 0.1 per cent. of the alkaloids of gelsemium.

Homatropine, except substances containing less than 0.15 per cent. of homatropine.

Hyoscine, except substances containing less than 0.15 per cent. of hyoscine.

Hyoscyamine, except substances containing less than 0.15 per cent. of hyoscyamine.

Jaborandi, alkaloids of, except substances containing less than 0.5 per cent. of the alkaloids of jaborandi.

Lobelia, alkaloids of, except substances containing less than one per cent. of the alkaloids of lobelia.

Morphine, except substances containing less than 0.2 per cent. of morphine calculated as anhydrous morphine.

Nicotine.

Papaverine, except substances containing less than one per cent. of papaverine.

Pomegranate, alkaloids of, except substances containing less than 0.5 per cent. of the alkaloids of pomegranate.

Quebracho, alkaloids of.

Sabadilla, alkaloids of, except substances containing less than one per cent. of the alkaloids of sabadilla.

Solanaceous alkaloids, not otherwise included in this list, except substances containing less than 0.15 per cent. of solanaceous alkaloids calculated as hyoscyamine.

Stavesacre, alkaloids of, except ointments, lotions for external use and substances containing less than 0.2 per cent. of the alkaloids.

Strychnine, except substances containing less than 0.2 per cent. of strychnine.

Thebaine, except substances containing less than one per cent. of thebaine.

Veratrum, alkaloids of, except substances containing less than one per cent. of the alkaloids of veratrum.

Yohimba, alkaloids of.

Allylisopropylacetylurea.

Amidopyrine; its salts.

Amino-alcohols, esterified with benzoic acid, phenylacetic acid, phenyl propionic acid, cinnamic acid or the derivatives of these acids, except in substances containing less than ten per cent. of esterified amino-alcohols.

Ammonia, except substances containing less than five per cent, weight in weight, of ammonia.

Amphetamine (beta-aminopropylbenzene), its salts, its N-alkyl derivatives, their salts, except when present in inhalers provided that the poison is absorbed in inert solid material within the inhaler.

Amyl nitrite.

Antimony, chlorides of; oxides of antimony; sulphides of antimony; antimonates; antimonites; organic compounds of antimony. Preparations of antimony, except substances containing less than the equivalent of one per cent. of antimony trioxide.

Arsenic, halides of; oxides of arsenic; sulphides of arsenic; arsenates, arsenites; aceto-arsenites; thioarsenates; organic compounds of arsenic. Preparations of arsenic except substances containing less than the equivalent of 0.01 per cent. of arsenic trioxide.

Barbituric acid, its salt, derivatives of barbituric acid; their salts compounds of barbituric acid, its derivatives, their salts, with any other substance.

Barium, salts of, other than barium sulphate.

Butylchloral hydrate.

Cannabis (the dried flowering or fruiting tops and leaves of Cannabis sativa Linn); the resin of cannabis, extracts of cannabis, tinctures of cannabis; cannabin tannate.

Cantharidates, except substances containing less than the equivalent of 0.01 per cent. of cantharidin.

Cantharidin, except substances containing less that 0.01 per per cent. of cantharidin.

Chloral formamide.

Chloral hydrate.

Chloroform, except substances containing less than ten per cent. of chloroform.

*Creosote from wood, except substances containing less than 50 per cent. of creosote.

Croton, oil and seeds of.

Datura, seeds and leaves of; preparations of datura, except substances containing less than 0.15 per cent. of the alkaloids of datura calculated as hyoscyamine.

Diaminodiphenylsulphone, its salts and derivatives.

Digitalis glycosides of, except substances containing less than one unit of activity (as defined in the British Pharmacopoeia) in two grammes of the substance.

Dinitrocresols; dinitronaphthols; dinitrophenols; dinitrothymols.

Elaterin.

Ergot (the sclerotia of any species of Claviceps); extracts of ergot; tinctures of ergot.

Erythrityl tetranitrate.

Formaldehyde, except substances containing less than five per cent. formaldehyde.

Glyceryl trinitrate (nitroglycerine).

Guanidines, the following; polymethylene diguanidines, diparanisyl-phenetyl guanidine.

Hydrochloric acid, except substances containing less than nine per cent. weight in weight, of hydrochloric acid.

Hydrocyanic acid, except substances containing less than 0.1 per cent., of hydrocyanic acid (HCN); cyanides, except substances containing less than the equivalent of 0.1 per cent, weight in weight, of hydrocyanic acid (HCN); double cyanides of mercury and Zinc.

Hydrofluoric acid; potassium fluoride; sodium fluoride; sodium silicofluoride.

Insulin.

Lead acetates; compounds of lead with acids from fixed oils.

Mannityl Hexanitrate.

Mercuric chloride or mercuric ammonium chlorides, except substances containing less than one per cent. of mercuric chloride; mercuric iodide, except substances containing less than two per cent. of mercuric iodide; nitrates of mercury, except substances containing less than the equivalent of three per cent., weight in weight, of mercury (Hg.); potassiomercuric iodides, except substances containing less than the equivalent of one per cent. of mercuric iodide; organic compounds of mercury, except substances containing less than the equivalent of 0.2 per cent., weight in weight, of mercury (Hg.); mercuric oxycyanides; oxides of mercury.

Nitric acid, except substances containing less than nine per cent., weight in weight, of nitric acid.

Nitrobenzene.

Nitrophenols, ortho, meta or para.

Nux Vomica, seeds of; preparations of nux vomica, except substances containing less than 0.2 per cent. of the alkaloids of nux vomica.

Oil of Savin.

Opium, except substances containing less than 0.2 per cent. of morphine calculated as anhydrous morphine.

Orthocaine; its salts.

Ouabain.

Oxalic acid; metallic oxalates other than potassium quadroxalate.

Oxycinchoninic acid derivatives of; their salts, their esters.

Para-amino-benzene-sulphonamide; its salts, derivatives of para-amino-benzene-sulphonamide having any of the hydrogen atoms of the amino group or of the sulphamide group substituted by another radical; their salts.

Para-amino-benzoic acid; esters of; their salts.

Percain.

Pethidine Hydrochloride.

Phenetidylphenacetin.

*Phenols, that is, any member of the series of phenols of which the first member is phenol and of which the molecular composition varies from member to member by one atom of carbon and two atoms of hydrogen except medicines with less than 1 per cent. of Phenol, nasal sprays, mouthwashes, pastilles, lozenges, capsules, pessaries, ointments or suppositories containing less than 2.5 per ment. of phenol.

Phenylcinchoninic acid, salicyl cinchoninic acid, their salts; their esters.

Phenylene diamines; toluene diamines; other alkylated benzene diamines, their salts.

Phenilethylhydantoin; its salts; its acyl derivatives; their salts.

Phosphorous yellow.

Picric acid, except substances containing less than nine per cent. picric acid.

Picrotoxin.

Pituitary gland, the active principles of.

Potassium hydroxide, except substances containing less than twelve per cent. weight in weight, of potassium hydroxide.

Procaine, salts of.

Sodium hydroxide, except substances containing less than twelve per cent. weight in weight, or sodium hydroxide.

Sulphonal; alkyl sulphonals.

Sulphuric acid, except substances containing less than nine per cent. weight in weight, of sulphuric acid.

Strophanthus, glycosides of strophanthus.

Suprarenal gland, the active principles of; their salts.

Thallium, salts of.

Thyroid gland, the active principles of; their salts.

Tribromoethyl alcohol.

Zink chloride.

Poisons and their Treatment

G. O. No. 1779-R, dated the 4th February 1927.

I. In all cases of poisoning empty the stomach at once to prevent absorption. This is best carried out by means of the stomach pump or preferably by the stomach tube, except in cases where strong acids, alkalies or corrosives have been taken, which would render the oesophagus and stomach liable to perforation by the pump or tube.

II. Emetics should only be used as indicated below or when no available means of washing out the stomach is at hand.

III. Do not wait for symptoms to appear even in suspected cases. Act promptly and wash out the stomach at once.

IV. Always keep the contents of the stomach and first washing with plain water for chemical examination.

Bear in mind that the following instruments and antidotes may be urgently required for the immediate treatment of a case of poisoning:

Instruments

Stomach tube. (This should be inspected frequently as rubber is liable to perish and become unserviceable.)

Mouth-gag.

Rubber catheters.

Hypodermic syringe

Tourniquet.

Scalpels.

Rectal tube.

Saline apparatus.

Emetics

(a) Apomorphine hydrochlorodie 1/10 gr. tablet.

(b) Zinc sulphate, grs. 30 in four ounces of warm water.

(c) Copper sulphate, grs. 10 in four ounces of warm water.

(d) Mustard, half ounce in 8 ounces of tepid water.

(e) Tinct. Ipecacuanha, 6 drams.

Stimulants

Strychnine hydrochloride 1/30 gr. tablets.
Digitalin 1/100 gr. tablets.
Ether in glass-sealed tubes.
Brandy.
Coffee.
Ammonium Carb.
Sal Volatile.

Opiates

Morphine hydrochloride 1/3 gr. tablets.
Tinct. opii 30 minims or more.

Antidotes

Universal antidotes where the nature of the poison is unknown.

Mixture A.—Saturated solution of ferrous sulphate in one pint of water.

Mixture B.—Calcined Magnesia 16 ounces.
Charcoal 8 ounces.
Water to one pint.

Dose—One ounce of A mixed with one ounce of B every ten minutes for three or more doses.

Atropine Sulphate 1/100 gr. tablets.
Pilocarpine nitrate ½ gr. tablets.
Pituitary extract one c.c., glass ampoules.
One per cent. solution of Gold chloride.

Potassium permanganate crystals; Tea; Tannic Acid; Magnesia Carb; Olive Oil; Castor Oil; Lime Water; Soda Sulph; Mag. Sulph; Liq. Ammon. Fort; Ferri. Sulph; Liq. Ferri. Perchlor; Vinegar; Citric Acid; Starch; Sodi. Bicarb; Acid Sulph. Dil.; Tinct. Iodine; Potassium Bromide; Chloroform; Antivenine; Oxygen.

Warmth

By hot bottles, blankets or friction.

Demulcents

Milk.

White of egg.

Barley water.

Olive oil (avoid in phosphorus and canthrarides cases).

Saline Injections—Injection of normal saline either by the rectum or sterilised and given intravenously.

Poisons.	*Treatment.*
***Acids—**	
Hydrochloric, Nitric, Sulphuric.	Do not use the stomach tube or emetics but give weak alkalies such as magnesia lime water, chalk-whitings (strong alkalies such as carbonates and bicarb.. of Sodi. and Pot. are better avoided) in water or soap and water in large draughts. Follow this by demulcents.
Carboli	Opiates and stimulants if required. Rectal feeding for sometime after. Wash out the stomach using the stomach tube with great care using Mag. Sulph. or Sod. Sulphate ½ ounce in a pint of water until there is no smell of carbolic in the washings. Leave some of the solution in the stomach. Follow this up by demulcents, stimulants, warmth and artificial respiration, if necessary.
Acids Oxalic ..	Do not use the stomach tube or emetics. Give chalk-whiting or lime with plenty of water. Give milk freely and follow with castor oil, stimulants.
Hydrocyanic or Cyanides ..	Prompt action is essential. Place Patient in the fresh air. Artificial respiration. Stomach tube. Cold douche to head, face and spine. Ammonia inhalations. (1) Amyl nitrite inhalation. (2) Sod. nitrite soln. 3 per cent. 10 c.c. in 3 min. I. V. (3) Sod. Thiosulphate soln.—50 per cent 2 c.c. I.V. while in the intravenous injection is being prepared, the stomach should be washed with Sod. Thiosulphate (25 per cent.) or Hydrogen Peroxide(60 ml. of 3 per cent. H_2O_2 in 600 c.c. of water).
Alkalies—	
Caustic Potash, Caustic Soda, Ammonia.	Do not use the stomach tube or emetics but give weak acids such as vinegar, citric acid, lime juice, diluted with twice the vol. of cold water. Follow by demulcents and opiates, stimulants.
Metallic ..	Wash out the stomach. Give strong tea, tannic acid 30 grs. in warm water, repeating as often as vomiting occurs. Demulcents. Stimulants. Opiates. Warmth. Saline injections, if needed.
Arsenic	(1) Wash out the stomach thoroughly. Give one and a half ounces of liq. Ferr. Perchlor in a wine glass of water adding it to a solution of soda carb. ½ oz. in half a tumblerful of water. Repeat, if necessary, or give universal mixture. Demulcents. Stimulants. Ice to suck. Opiates. Warmth. Saline injections. (2) Dimercaprol (BAL)—3 mg./kg.
Lead Salts	Wash out the stomach. Give Mag. Sulph. or Sod. Sulph. ½ oz. in 8 oz. of water or dil. Sulphuric Acid 30 minims in 8 ozs. of water Demulcents. Morphine, Epsom Salts.

Poisons.	*Treatment.*
Iodine	**Wash out the stomach with a soft tube Sodi Bicarb. 2 drams in half a tumbler of water. Starch. Bread. Rice water. Milk and flour. Morphia. If these are not available, egg-albumin should be given (2-3 eggs—beaten up in milk so that the mixture can be drunk).**
Mercury and its salt	**Give large quantities of milk and eggs before attempting to wash out the stomach. Demulcents. Tinct. Opii and Stimulants.**
	Dimercaprol—3 mg./kg.
Phosphorus (Ratpaste, matches).	**Stomach tube. Copper Sulph. 3 grs. in 4 ozs. of water every five minutes until vomiting is induced. Then every 15 to 30 minutes. The stomach may be washed with 1 per cent. Pot. Permanganate solution or weak hydrogen peroxide, Sulphate or Carbonate of Magnesium. Milk and eggs. Avoid oils.**
	Inj.—Atropine Sulph.
Silver Salts	**One ounce common salt in 8 ozs. of water. Then wash out and follow with white of egg. Milk.**
Zinc Salts	**Large quantities of milk and white of egg, large quantities of Sod. Carb. or Pot. Carb. dissolved in warm water. Tannic acid or strong tea. Opiates.**
Organic-Aconite . .	**Stomach tube. Digitalin 1/100 gr. or better 1/50 gr. atropine sulph. and also strychnine. Maintain recumbent position. Stimulants. Artificial respiration. Warmth. Brandy.**
Alcohol	**Stomach tube. Ammon. Carb. 30 grs. in 5 ozs. of water, strong coffee. Strychnine HCl 1/60 gr. Keep roused with cold douche. Warmth. Artificial respiration, if required. Inj. Caffeine et Sodii benzoas gr. 7½, I. M. Control Acidosis b Sodi-bicarbonate or Sod. lactate**
Antipyrin Group	**Stomach tube. Recumbent position. Warmth. Stimulants. Artificial respiration, if necessary.**
Belladonna, Atropine, Datura, Hyoscine.	**Stomach tube. Pilocarpine ⅛ gr. Stimulants, Tea, Coffee or tannin. Warmth. Artificial respiration, if required.**
Cannabis Indica . .	**Stomach tube. Purgatives. Brandy.**
Cantharides . .	**Apomorphine 1/10 gr. and Strychnine Hyorochloride 1/60 grs. White of eggs, barley water, gruel, Stimulants. Morphia. Avoid oil.**
Chloral . .	**Stomach tubes, Strychnine HCL 1/60 gr. Warmth. Hot coffee, Friction. Artificial respiration. Stimulants. Oxygen.**
Chloroform . .	**Pull out tongue. Artificial respiration. Head lower than body. Fresh air. Ether hyodermically. Strychnine HCL 1/60 gr. Brandy and coffee. Heart massage per abdomen.**

Poisons.	*Treatment.*
Cocaine	Stomach tube Strychnine and Digitalin. Ammonia to inhale Recumbent position. Artificial respiration
Croton oil, Colchicum and Violent purgative	Wash stomach out with milk or olive oil Demulcents Stimulants Opiates
Digitalis	Stomach tube Strong tea or coffee Tannic Acid Recumbent position Warmth. Stimulants Aconite 1/120 gr
Fungi (usually Amanitor—Phalloides)	Stomach tube and wash out with a solution of Pot Permanganate Atropine 1/50th gr Stimulant Warmth Bowels to be moved by Mag Sulph Antiphallinic serum (40 c c)
Food poisoning	As for fungi, but avoid atropine and Anti Phallinic serum
Hyoscyamus	*See* Atropine
Oleander	*See* Digitalis
Paraffin, Petroleum	Stomach tube Strychnine Warmth. Hot Coffee Demulcent. Castor oil Artificial Respiration
Tobacco, Lobelia	Stomach tube Recumbent position Strychnine Strong tea Warmth
Opium	Stomach tube and wash out with tepid water tinted with Pot Permanganate until the pink colour is retained in the return washings Even if morphia taken hypodermically wash out the stomach with Permanganate Repeat the washing after half an hour Atropine Sulph 1/30 gr strychnine hydrochloride Keep roused with cold douche or by walking unless collapsed. Artificial respiration Hot Coffee per rectum Ammonia to nostrils Warmth Oxygen Halorphine hydrobromide 10 mg I V may be repeated 3 times
Snake bite	Ligature the part above the bite on single area inject 5 c c of a 1 per cent solution of gold chloride, or Pot Permanganate solution into area of bite These will cause local necrosis Antevenine 50 c c. intravenously followed by another 100 to 400 c c, if necessary Stimulants Brandy, Ammonia to inhale Artificial respiration
Strychnine, Nux Vomica	Stomach tube Tannic acid and Pot Permanganate Chloral hydrate or better still barbitone group of hyprotics may be given Warmth Artificial respiration. Pentothal Sodium (I V) to control convulsion
Turpentine	Stomach tube Liquid Paraffin 4 ozs. after ten minutes give a saline purgative. Late management may be of Acute renal failure.
Carbon Monoxide, Carbon Dioxide, Coal Gas, Sewer Gas	Fresh air, Inhalations of oxygen. Ammonia to nostrils, Stimulants. Warmth Strychnine Artificial respiration. Transfusion. In Co poisoning Oxygen and Carbon dioxide be given.

Poisons.	*Treatment.*
Kerosene (Lamp Paraffin)	**Emetics and gastric lavage are very dangerous because aspiration of oil into the lungs is the main cause of death (Chemical bronchitis and Pneumonitis). The toxicity of kerosene in the alimentary canal is relatively slight. In most cases it suffices to ensure rapid purgation with Mag. Sulph. (A heaped Tablespoonful in half a tumbler of warm water followed by a pint of hot Tea). (Methaemoglobinaemia calls for blood transfusion and the use of oxygen and carbondioxide).**
Barbiturates ..	Bemegride (Magimide) is regarded as the analeptic of choice. An intravenous infusion 5 per cent. Glucose is started and 50 mg. bemegride in 10 c.c. of saline is injected into the rubber tubing of the apparatus every five minutes until there are signs of returning consciousness.
Iron ..	Usually ferrous sulphate poisoning occur in children Gastric lavage with solution of Sod bearberate (a teaspoonful to the pint) to convert ferrous sulphate to insoluble ferrous carbonate In severe cases dehydration, acidosis and shock call for appropriate measures.
Antihistamines	These drugs are used very frequently now-a-days Overdosages are occasionally taken inadvertently. There are no specific antidotes. Remove the drug from stomach by emetic or gastric lavage. Strong tea, coffee. Inj. Caffeine-et Sod. Benzoas gr. 7½ I. M. or I. V. Amphetamine sulphate 20 mg. for the same purpose may be repeated as necessary. Employ sedatives for insomnia with great caution.
Copper Sulphate ..	Administer Potassium ferrocyanide 5 per cent. in water as quickly as possible or soap suds or alkaline substances (lime or weak Sod. Carbonate) to precipitate the copper. Protein (white of egg). barley water, gruel, cheese also precipitate the metal. Emetic or gastric lavage. Rest, warmth. After the stomach content has been removed, strong tea, coffee or Inj. Caffeine et. Sod. Benzoas gr. 7½ I. M. Morphine (gr. ¼) to control pain. Fluid. Plenty of Gulcose. Hepatic failure may onsue.
Aspirin, Salicylic Acid, Salicylamide.	**Administer universal antidote or activated charcoal and follow with an emetic or gastric lavage. Determine clinically or by laboratory investigation whether there is metabolic acidosis or respiratory alkalosis. In the former administer Sod. bearbonate (7½ per cent. solution) or Sodium lactate (N) while in the latter Carbondioxide inhalation (rebreathing expired air or inhalation of carbondioxide). If alkalosis is marked Cal. Gluconate (10 per cent. I. V.) Adrenaline (1 : 1000) to control Laryngeal spasm.**

APPENDIX No. 20

RULES FOR COLLECTING AND PACKING SAMPLES OF WATER FOR ANALYSIS.

Bengal Public Health Department

Water Analysis

The analysis of water supplies is undertaken for two purposes :—

(a) To obtain reliable information in regard to the fitness of a given water supply for drinking purposes.

(b) To judge the suitability of a supply for domestic, industrial or medicinal purposes.

2. In order to determine the fitness of a water supply for drinking purposes, a complete analysis, both chemical and bacteriological, is required. The chemical analysis indicates the chemical constituents of the water and from these can be learnt much of its past history but the bacteriological analysis reveals more of its present state and shows more clearly whether a given water, subject to pollution, is liable to give rise to the occurrence of infectious diseases, such as cholera, typhoid, dysentery and other water-borne infections. A bacteriological examination is also very useful in connection with the testing of the efficient working of slow sand filter beds and mechanical filters. If an opinion is required on the suitability of a water for domestic purposes, such as the washing of clothes, etc., or for industrial use, as in steam boilers or for dyeing, a chemical analysis only is required.

3. A chemical analysis gives information as to the degree of hardness of water and indicates whether harmful mineral substances, such as lead, etc., are present. But although it may serve to indicate that the water has been subjected to antecedent pollution with organic matter or with sewage, it does not usually reveal whether the water is actually dangerous or not. But the bacteriological analysis often supplies data as to the existence of contamination with excreta or sewage, from which deductions can be drawn as to recent and harmful pollution

4. In this connexion, it may be noted that, although it is sometimes possible to detect the actual presence of disease-producing organisms, such as the cholera vibrious or the typhoid bacillus in water, the search is frequently like looking for a needle in a hay stack and is never attempted in a routine examination. This is because the results obtained would more often than not be misleading. For, although the finding of either of these organisms in water would of course at once condemn it, a negative result might serve to give a false sense of securtity. For

the organisms are by no means easy to detect and disappear so rapidly that attempts to isolate them from water known to be infected frequently result in failure. Hence usually the bacterial condition of a water is supplied by the number and the type of organisms present and if a given sample contains a large number of so-called faecal baccilli organisms belonging to the Coli Group capable of fermenting lectose it is condemned as suspicious or dangerous, especially when the organisms found to be present belong to the class that is known to be very slightly resistant, for this latter fact indicates that faecal pollution has been very recent, and thus the risk of disease-producing organisms derived from a cholera or typhoid patient or cholera, etc., being present is proportionately greater.

5. Samples should be examined once during a month as a routine measure and also at any time whenever there is an outbreak of water-borne diseases in the jail or there is any suspicion about the pollution of the source of drinking water.

Instructions for the Collection and Despatch of Samples of Water for Bacteriological Analysis.

1. In the collection of samples of water for bacteriological examination, great care is required. The slightest extraneous contamination must be avoided, since small errors in collection may entirely vitiate the results. Precise and seemingly trival directions must therefore be given, unless the samples are to be collected by a trained sample taker or bacteriological expert.

2. It is essential that full particulars as to the source of the water should be supplied with the sample, as it is often difficult or impossible to interpret the results of the analysis properly without such information. The following data should be recorded :—

(1) Date of sampling.

(2) Nature of the water—spring, upland surface, etc.

(3) Whence obtained—Well, tank, river, pump, tap, etc.

(4) Precise particulars of sampling, e.g., depth below surface; from middle or sides, stating filtered or unfiltered; if from tap or pump, time during which water was allowed to run to waste. If from tap, it should be noted whether this was connected directly to a main or if it was connected with a storage cistern or other form of supply.

(5) Details as to previous rainfall.

A specimen form is annexed for guidance.

Finally, if the sample cannot be examined on the spot, it is essential that it should be carefully packed in ice so as to keep it cool while it is being transmitted to the laboratory. It must be borne in mind that neglect of this precaution will render the sample useless for bacteriological examination, as the changes that will otherwise take place in the sample will entirely vitiate the results of the analysis.

3. All samples of water for bacteriological analysis should be collected in clean sterile bottles, provided with well-fitting glass stoppers, and holding 11;36 centilitres. Before use, the bottles should be thoroughly cleansed by treatment with sulphuric acid and potassium bichromate, or with alkaline permanganate of potash followed by sulphuric acid—they should then be frequently rinsed out with clean water, and after being dried by draining should be sterilized by dry heat at 160°C (or 320°Fah.) for at least one hour or by steam at 115° – 120°C (329° – 248°Fah.) for 15 minutes. If not used immediately, the neck and stopper should be protected against dust or other contamination by wrapping with lead foil, or preferably when dry heat is used for sterilization, the bottle may be previously wrapped in paper which will be simultaneously sterilized.

4. For transportation, the bottle should be enclosed in suitable case or box. The greatest care must be taken that the fingers do not touch the inside of the neck of the bottle or the core of the stopper at any time, as the water would thereby become seriously contaminated and the sample rendered unfit for examination by the bacteria that are ever present upon the skin.

5. In order to obtain a fair sample, great precautions must be taken and these will vary with the different classes of water to be examined and with local conditions. If a sample is to be taken from a tap, the water should be allowed to flow at least five minutes (if from a tap in regular use) or for a longer period in case the water has been unused for some time. If a sample is to be taken from a pump, similar precautions are necessary. The pump should be in continuous operation for five minutes at least and preferably for half an hour before the sample is taken.

6. For collecting samples from a lake, tank, pool, or stream the greatest precaution must be observed to prevent contamination from the fingers. In still waters the fairest sample is one taken from several centimetres below the surface, as the surface itself is likely to have dust particles floating upon it. The method most frequently recommended is to plunge the bottle downwards to the depth of 20 or 30 centimetres, then invert and allow the bottle to fill. When any current exists, the mouth of the bottle should be directed against the stream in order to carry away any bacteria from the fingers. If there is no current, a similar effect can be produced by turning the bottle under water and giving it a quick forward motion. In rapidly

flowing streams, it is only necessary to hold the bottle at the surface with the mouth pointed up-stream. It is important to remember that the stopper of the bottle should only be removed at the actual moment of sample collection, great care being taken that the part of the stopper which goes into the bottle is neither touched nor brought into contact with anything apart from the bottle or water. The stopper must be held by its free end, and, once the sample is secured, it must be replaced and firmly screwed into the neck of the bottle. The collected water should not quite fill the bottle.

WATER SAMPLE STATEMENT

1. Location (village, thana or town.....)

2. District.....

3. Source (river, lake, spring or well) (name, if possible).....

4. Private, public or municipal supply.....

5. Type and diameter of well.....

6. Name of owner.....

7. Depth of well.....

8. Kind of casing or wall .....

9. Kind of platform (wood or concrete) .....

10. Has the well a soak pit?.....

11. Does water ever stand in this pit?.....

12. Character of soil, well passes through.....

13. Does ground slope towards or away from well?

14. Nature of possible sources of contamination (privy, cesspit, drain).....

15. Distance to such contamination.....

16. Reasons for analysis.....

17. Sample collected by.....

18. Date and hour of collection.....

19. Sample No.....

20. Person to whom results of test should be sent—

Name.....

Address.....

APPENDIX No. 21

The prevention of plague in Jails

(Circular No. 46 of 1907.)

All medical men who have followed the trend of modern research well know that if we are to successfully keep plague out of our jails we must direct all our efforts towards keeping out plague-infected rats and their special fleas.

1. In jails plague may be introduced in three ways:—

(1) By the admission to jail of a prisoner already infected outside, the symptoms appearing while in jail at the end of the usual incubation period.

(2) Prisoners may also be infected by means of rat-fleas, the rats and their fleas gaining entrance most commonly through the drains, or by holes, through or under the walls.

(3) By means of plague infected rats or fleas with food grains for jails from outside.

2. Management of the first cases.—For cases of the first kind i.e., prisoners admitted to jail in the incubation period of disease, if, as is ordered, all newly admitted prisoners, whether newly convicted or awaiting trial, are kept in a special ward or yard, segregated and apart from the general file of the prisoners, it should always be possible to prevent the spread of the disease from an infected case so admitted to the general body of convicts.

The patient himself should be at once removed to the infectious diseases hut in the jail garden; all persons in the ward or enclosure at the time the case occurred should be treated as "contacts," and rigidly kept apart from all other prisoners in the jail. If accommodation be available, the ward in which the first case occurred should be evacuated, and the contacts removed from it to another ward, or to a camp outside. In either case the contacts must be kept together, and on no account allowed to mix with any other prisoners in the jail.

The ward which has been evacuated must then be thoroughly cleaned and disinfected with 10 per cent. D.D.T. dust. The rat holes should be sought for and fumigated with cyanogas 'A' dust under expert supervision and after operation the rat holes should be sealed with stone-chips and cement. The walls and sleeping berths should be sprayed with 5 per cent. D.D.T. emulsion.

Clothing and Bedding.—All clothings in the possession of the first case and bedding of the contacts should be removed outside and dipped in 5 per cent. carbolic solution and then sterilized in steam. Fresh clean clothing and bedding are to be issued to all contacts.

In the event of a second case occurring among the contacts it would be wise to remove them all at once to a camp, which should be got ready in a part of the garden or other such convenient spot. The contacts should be segregated there till all danger from the present outbreak has passed.

If plague breaks out amongst prisoners employed in the foodgrains godown, it is to be presumed that they might have acquired the infection through bites of plague infected fleas living freely with the foodgrains, so. such godowns should be sealed at once and further supply of foodgrains from the said godown should be stopped until fumigation by cyanogas 'A' dust under expert supervision is completed. Before fumigating such godown, oil, ghee, butter, sugar and salt should be removed elsewhere

3. In the event of infection being brought in by rats the prisoners attacked may belong to any gang, which happened to have come in contact with the infection. Such gangs are often garden gangs or gangs employed in godowns or in handling grain.

The first case may come from any ward or work-shed in the jail, and consequently all prisoners who have come in contact with the patients may also have been infected. The same precautions, therefore, are more than ever necessary; all such godowns, worksheds or wards must be evacuated and thoroughly disinfected with 10 per cent. D.D.T. dust. The rat holes present in the area should, in addition, be fumigated with cyanogas 'A' dust under expert supervision.

4. Inoculation a great protective.—In all cases where plague has been found among any gang or in any ward, workshop or enclosure all the prisoners who have been in contact with the infected cases should be protected by inoculation.

The great protection given by inoculation has been proved over and over again. It confers an immunity which lasts for six months—certainly much longer than the danger is likely to last in the jail.

5. Rat destruction.—For keeping rats out of a jail, and for the destruction of those already in, the following precautions should be taken:—

(1). All drains leading out of the jail should be carefully guarded by wire netting, or a mesh fine enough to prevent rats getting through it.

(2) All rats already in the jail, especially in godowns, worksheds etc., should be destroyed at once by the continued use of rat-traps and the common rat poisons.

Rat holes, if present, should be fumigated in the first instance with cyanogas 'A' dust and then closed with cement and stone-chips. The setting of these traps, poison baits and cyanogassing must be done under expert supervision.

(3) Rats, whether killed or found dead, should not be thrown away indiscriminately. These should be put into gunny bags and disposed of in an incinerator. The rats must not be handled with bare hands, a pair of tongs is the ideal equipment to hold the dead rats.

(4) From time to time some of the rats found dead or killed should be sent to the Plague Control Laboratory for bacteriological examination. Whenever a sudden rats-fall is noticed in jails the rats should be sent for bacteriological examination in a tin can soaked with kerosene oil to find out the cause of death of the rats.

6. The systematic cleaning of godowns.—The best way to keep down rats and thus diminish the risks of plague is to make the godowns rat-proof.

Pucca godowns can easily be made and kept free from rats, but more care is needed in the case of kutcha godowns.

The first thing to do is the regular and systematic emptying and cleaning out of the godowns. This should be done several times a year and always before the plague season commences.

A fine day should be selected, and a gang of prisoners put in charge of an intelligent convict overseer. One godown at a time should be taken in hand. It should be thoroughly emptied of all its contents then the floor should be examined and all rat-holes opened up, cleared out, then filled up with lime, cement or tar and carefully closed with cement. The walls should be scraped and then freshly lime-washed. It is a good plan to paint with tar the lower two feet of the walls. The machans or platforms should then be put in good repair. The contents of the godown should not be put back till the godown has been thoroughly repaired. After repairing the godown, the walls should be thoroughly sprayed with 5 per cent. D.D.T. emulsion.

The floor should be dusted with 10 per cent. D.D.T. powder. The platforms should also be dusted with 10 per cent. D.D.T. dust. All these repairs can be done by the Jailor out of ordinary budget grants for petty repairs and sanitation.

In a similar way and with even greater care all thatched godowns (kutcha) should be regularly overhauled. Rat traps and rat poison are of special use in such kutcha godowns, and should always be used.

7. Precautions against fleas.—All prisoners employed on such godown cleaning should wear overall and gum-boots and be inoculated with plague vaccine previously in order to diminish the risk of infection, even if bitten by infected fleas in the godown. Where a godown is being cleaned out after finding of a dead rat, no one should be allowed to enter the godown unless he wears overall and gum-boots.

The above remarks apply equally to the factory godowns in the large manufacturing jails.

Orders should be given in writing for the regular and systematic emptying of all godowns in turn three or four times every year.

Superintendents should explain the necessity for such orders to all Deputy Superintendents and Jailors. The Medical Subordinates should take special interest in these measures, and the daily inspection of the "contact" gangs and the above anti-plague precautions should be a regular part of his duties.

8. All jail officers should be encouraged to take similar precautions in their own houses, and every help given by the jail to them to carry out such measures for the protection of themselves and their families.

9. A Jailor should see that the steps above indicated are taken in the non-plague season, and he must not wait for the occurrence of plague in the jail or its neighbourhood.

The above instructions for the regular emptying and cleansing of all godowns apply equally to the case of those jails in the neighbourhood of which plague has not yet made its appearance.

10. Warders put in charge of camps of contacts or of plague patients in the garden hut should be treated liberally. If available, half a seer of milk daily may be given to each warder so employed.

APPENDIX No. 22.

Detailed instruction regarding disinfection of water, clothing discharges, houses, hands, etc.

1. **Chlorination of Water.**—The quickest method of sterilising a large volume of infected water so as to render it innocuous as regards the spread of cholera is chlorination. Chlorination may be effected either by the use of bleaching powder (chlorinated lime) or by means of solutions of hypochlorite of calcium or sodium sold under such names as Chlorogen, Genozone, Chloros. If available, electrolytic hypochlorite solution may also be used for the same purpose. Whichever of the abovenamed preparations is used, the action of the available chlorine is the same, depending upon the setting free of nascent oxygen, which possesses a special affinity for organic matter, especially bacteria and pathogenic bacilli. The addition of very minute quantities of available chlorine to water, therefore, speedily results in the destruction of any cholera bacilli that may be present.

2. **Amount of bleaching powder required for sterilising water.**—The addition to water of any of the preperations mentioned in paragraph I in an amount sufficient to ensure that the proportion of available chlorine equals 0.34 to one part in a million, is ordinarily effective against cholera. Larger amounts may be used for waters that are badly polluted or where very quick action is required. Water that are already fairly clean have been sterilised completely by the addition of one part of free chlorin in 7,000,000 and in the case of any potable water it is rarely necessary to add more than one part per million of free chlorine in order to render it quite safe. Bleaching powder (chlorinated lime) of full strength should contain one-third of its weight of available chlorine. But as it tends rapidly to deteriorate on keeping, old stock is sometimes found to contain only a fifth of its normal activity. It is necessary, therefore, to test all bleaching powder purchased and if it is kept for any length of time, it should be tested again before use in order to ascertain its actual value as a sterilising agent. Bleaching powder of good quality should not posses less than 25 per cent. of chlorine. When of this strength, 18.14 kg. (40 lbs.) added to 4545.96 kilolitre (1 million gallons) of water gives a proportion of available chlorine equal to one in a million parts. With bleaching powder of lower strengths, proportionately increasing amounts are needed to give this result—

Bleaching powder containing 20 per cent. chlorine, 22.68 kg. (50 lbs.) per 4545.96 kilolitre (1 million gallons).

Bleaching powder containing 15 per cent. chlorine, 30.39 kg. (67 lbs.) per 4545.96 kilolitre (1 million gallons).

Bleaching powder containing 12½ per cent. chlorine, 36.29 kg. (80 lbs.) per 4545.96 kilolitre (1 million gallons).

Bleaching powder containing 10 per cent. chlorine, 45.36 kg. (100 lbs.) per 4545.96 kilolitre (1 million gallons).

Bleaching powder containing 7½ per cent. chlorine, 60.33 kg. (133 lbs.) per 4545.96 kilolitre (1 million gallons).

3. **Useful figures in respect of chlorination.**—The following figures are useful:—

.45 kg. (1 lb.) of bleaching powder (25 per cent. strength) added to 113.649 kilolitre (25,000 gallons) equals 1-1,000,000 available chlorine.

28.35 grams (1 oz.) of bleaching powder (25 per cent. strength) added to 1.103 kilolitre (1562½ gallons) equals 1-1,000,000 available chlorine.

.06 gram (1 grain) of bleaching powder (25 per cent. strength) added to 15.91 litres (3½ gallons) equals 1-1,000, 000 available chlorine.

.02 gram (0.28 grain) of bleaching powder (25 per cent. strength) added to 4.55 litres (1 gallon) equals 1-1,000, 000 available chlorine.

Other useful figures to remember are the following:—

(1) 28.35 grams (1 oz.) of bleaching powder (25 per cent. strength) added to a well 12.44 metres (8 ft.) in diameter containing 1.52 metres (5 ft.) of water will give a proportion of available chlorine approximating to about 1-1,000,000.

(2) 28.35 grams (1 oz.) of bleaching powder (25 per cent. strength) added to a well 1.83 metres (6 ft.) in diameter containing 2.64 metres (8 ft. 8 inches) of water will give a proportion of available chlorine of about 1-1,000,000.

(3) 28.35 grams (1 oz.) of bleaching powder (25 per cent. strength) added to a well 1.22 metres (4 ft.) in diameter containing 6.10 metres (20 ft.) of water will give a proportion of chlorine approximating to about 1-1,000,000

If the bleaching powder is not of 25 per cent. strength, a proportionately greater amount should be used as follows:—

20 per cent. strength bleaching powder 35.44 grams (1¼ oz.)

12½ per cent. strength bleaching powder about 56.70 grams (2 oz.)

10 per cent. strength bleaching powder about 70.87 grams (2½ oz.)

7½ per cent. strength bleaching powder about 99.22 grams (3½ oz.)

Health Officers can easily estimate the amount of chlorine in bleaching powder, by means of suitable tests, and it is their duty to test it.

Chlorogen or Genozone, or Electrolytic Chlorine, if freshly prepared, usually contains from 4 to 6 per cent. available chlorine and are therefore about one-sixth to one-fifth as strong as good quality bleaching powder. Consequently, if these preparations are used, five or six times the quantities mentioned above will be required. In practice, it is usually safer to increase the amounts of bleaching powder, etc., by 50 to 100 per cent. over those stated so as to allow for a margin of error and ensure complete sterilisation.

4. **How to chlorinate a cistern or well.**—Before attempting to chlorinate the water in a cistern or well, it is necessary to estimate its contents. Cisterns are usually rectangular in shape and their cubic capacity can easily be measured and the equivalent number of litres (or gallons) estimated in the usual way by allowing 28.37 litres (6.24 gallons) per 28.32 cubic decimetre (cubic foot). A common size of iron cistern used in houses, or river steamers, measures about 1.22 metre × 1.22 metre × 1.22 metre (4ft. × 4ft. × 4ft.) and holds 1.818 Kilolitre (400 gallons) of water. The contents of a cistern of this size requires for sterilisation about 7.78 grams (2 drachms) of bleaching powder or 28.35 grams to 42.52 grams (1 oz. to 1½ oz.) of chlorogen or Genozone or Electrolytic chlorine. Wells vary very greatly in diameter and depth, and it is, therefore, convenient to have a simple method by which their contents may be calculated with a minimum of trouble. The following simple formula gives a safe approximation in gallons of the actual contents of any well:—

D2 × W × 5 = number of (gallons) of water in well.

D stand for diameter of well in (feet).

W stand for depth of water in (feet).

Example.—Find the number of gallons of water in a well (6 feet) in diameter containing (10 feet) of water.

Answer.—6 × 6 × 10 × 5 = 1,800 gallons. This figure is a near approximation to the actual content—1,763 gallons—estimated in the usual manner.

N.B.—1 foot = 0.3048 metre, 1 gallon = 4.55 litres.

5. The table given below shows the approximate number of litres of water per metre (or gallon per foot) of

water depth in wells of various diametres. By means of this table, it is possible to calculate the amount of bleaching powder solution (Chlorogen, Genozone, Electrolytic Chlorine) required for effective chlorination:—

Chlorination of a Well.

Diameter of well.	·61 metre (2 ft)	·76 metre (2·5 ft)	·91 metre (3 ft)	1·22 metre (4 ft)	1·52 metres (5 ft)	1·83 metres (6 ft)	2·44 metres (8 ft)	3·05 metres (10 ft)
Approximate contents per ·30 metre (1 foot) of well.	90·92 litres (20 gallons).	140·92 litres (31 gallons).	204·57 litres (45 gallons)	363·68 litres (80 gallons).	568·25 litres (125 gallons).	818·27 litres (180 gallons).	1454·71 litres (320 gallons).	2272·00 litres (500 gallons).
Approximate amount of bleaching powder (25 per cent. strength) required per ·30 metre (1 foot) of water in well.	·39 gram (6 grains)	·65 gram (10 grains)	·91 gram (14 grams)	1·56 grams (24 grams)	2·46 grams (38 grams)	3·50 grams (45 grains)	6·22 grams (96 grains)	9·27 grams (150 grains)
Approximate amount of a 5 per cent. solution of bleaching powder or of Genozone or chlorogen required per ·30 metre (1 foot) of water in well.	1·94 grams (½ dram)	3·24 grams (Just under dram)	4 54 grams (Just over 1 dram)	8·42 grams (Just over 2 drams)	12·31 grams (Just over 3 drams)	17·50 grams (4½ drams)	31·10 grams (1 oz.)	48·60 grams (Just over 1½ oz.)

All that is necessary with this table is to measure the depth of water in the well and then calculate the amount of bleaching powder of solution to be added. The bleaching powder is dissolved in a bucket of water and poured into the well, the water in the well being afterwards agitated by letting down the bucket to the bottom and pulling it up to the surface a number of times and so diffusing the chlorine

throughout the whole depth of the water. In the case of cells, which on inspection are found to be obviously subject to gross polution, either from surface drains or in any other manner, much larger amounts of bleaching powder than those indicated should be added and people should, at the same time, be warned not to use the water.

6. **How to chlorinate a tank or the edge of a stream or river.**—In many districts, people depend upon tanks or rivers for their water-supply. These sources of water are subject to gross pollution by people who pass stools and urine either in the water or close to the water's edge, and by others who wash soiled clothing or utensils in the water. The water often becomes infected in this way with the germs of cholera, with the result that other persons who drink it or even wash their mouths with it contract the disease also. Often a man contracts cholera infection by drinking polluted water at a neighbouring bazar. Perhaps he is attacked with the disease after he has returned to his own village and, before being prostrated, he may have relieved his bowels near a tank or stream in his village, thus infecting it; or perhaps his female relatives wash clothing or utensils soiled by his vomit or excreta in a tank, doba or stream that is also frequented by other persons. When this happens, cholera is almost certain to spread to households in the vicinity. If, therefore, a case of cholera occurs in a village, the water of the tanks, dobas and streams in the vicinity of the infected house should immediately be chlorinated. It is not necessary to sterilise the whole expanse of water in large tanks and wide streams, as it is usually only that near the banks which is dangerous. But the water nearest the edge of the tank or stream for a distance of about 4 metres outwards should be chlorinated, paying particular attention to the neighbourhood of ghats from which people take water. For this purpose, 56.70 grms (2 oz.) of bleaching powder (chlorinated lime) of 25 per cent. strength should be allowed for every 3·05 metres of bank or ·454 grms. (1 lb.) for every 24·38 metres. Proportionately larger amount must be used for bleaching powder of less than 25 per cent. strength. The actual chlorination may be effected as follows: (1) several kilograms of bleaching powder enclosed in a cotton bag attached to the end of a long bamboo should be passed backwards and forwards through the water along and near the edges of the tank; (2) dissolve 56.70 grms. (2 oz.) of bleaching powder in a larger watering can of water and distribute it over the surface of the water for a distance of 3.05 metres along the bank and repeat the process until the whole tank has been treated. If signs of human excreta are discovered near the edge of the water, the place must be very carefully disinfected with bleaching powder. Similar measures to those described may be adopted for streams and rivers, especially in the vicinity of bathing ghats and places from which people are accustomed to take water.

7. **The amount of chlorinated lime required.**—Disinfection of the water of a tank in the manner proposed requires,

in the case of a square tank .4 hectare (an acre) in extent, about 4.54 Kg. (10 lbs.) of bleaching powder (25 per cent. strength). This amount will be enough to sterilise all the water for 3.05 metres from the edge, allowing for a mean depth of 1.52 metres. A round tank .4 hectare (an acre) in size will require 20 per cent. less than this but a rectangular tank with sides of unequal length would need 20 per cent. more. Tanks smaller than .4 hectare (1 acre) would also require proportionately greater amounts of bleaching powder. For example, a square tank 1338 sq. metres (1 bigha) in area would require 2.83 kilograms (six pounds and a quarter) a tank 15.24 metres square would take 1.13 Kg. (2½ lbs.) and a small doba 6.1 metres square would require .454 Kg. (1 lb.). For disinfecting the water along the bank of a sluggish stream, 29.94 Kg. (66 lbs.) of bleaching powder (of 25 per cent. strength) would be needed for every 1.61 Kilometers (mile). Ususally however, it would only be necessary fo treat the water at places regularly used for bathing and the drawing of water.

Bleaching powder now costs about 37 paise per .454 Kg. (1 lb) in bulk. At this price, the cost of sterilising a large tank would range from three to six rupees, exclusive of labour; generally to disinfect small tanks would cost from Rs. 1.50 P. to Rs. 3 and dobas only 37 to 75 paise. Wells would cost to treat never more than 37 or 56 paise. To deal with 1.61 Kilometres of river bank would cost about thirty rupees.

8. **A simple test of efficient chlorination.**—In order to determine whether the treatment has been effective, the water of a tank or well, etc., that has been chlorinated, may be tested in the following manner:—

(1) fill a small white earthenware or enamelled bowl with the treated water about half an hour after treatment;

(2) drop into the water in the bowl one crystal of iodide of potash; and

(3) then add a few drops of freshly prepared solution of ordinary starch, made by mixing a little starch with water and bringing it to the boil.

If a faint bluish green colour develops, chlorination has been effective. If no bluish colour follows, chlorination must be repeated. (Care must be taken that genuine iodide of potash is used for the test. Bromide of potash is sometimes substituted for iodide by unscrupulous druggists and will not give the proper colour. If the starch solution also is not fresh, the blue colour will not appear.)

The water of the tank or well that has been chlorinated may also be tested in the following manner:—

(i) Fill a test tube .15 metre × .02 metre (6″ × ¾″) or a small clean glass phial with treated water ½ hour after treatment.

(ii) Drop a few drops of Orthotoluidine solution into the water and mix.

(iii) The development of a distinct yellow colouration indicates presence of free chlorine, i.e., the water has been sufficiently chlorinated. If there is no such colouration, chlorination has been inadequate.

Preparation of orthotoluidine solution

Orthotoluidine (pure)		1 gm.
Hydrochloric Acid (pure)	..	100 c c

Grind Orthotoluidine in a mortar with a little acid, add further successive quantities of acid and mix. Make up the volume up to 1,000 c.c. with distilled water and store in amber glass bottle.

9. **Permanganation of wells.**—Permanganate of potash is specially useful for sterilising the relatively small quantities of water contained in wells and cisterns. Experiments have shown that when used in the proportion of 5 parts per million it is effective in removing 98 per cent. of bacteria in four to six hours. Larger proportions do not give apparently better results, therefore nothing is to be gained by using the drug in a greater strength. Permanganate of potash is relatively expensive and it is not possibe to use it for sterilising very large volumes of water, such as that contained in tanks, but it is the simplest sterilising agent for wells. The number of grains of permanganate of potash required for disinfecting wells of different diameters and depths can readily be calculated by means of the attached table. All that is necessary is to multiply the figure given the particular size of well by the depth of water in feet.

Permangation of Wells.

Diameter of well	·61	·74	·91	1·22	1·52	1·83	2·44	3·05	Metres.
	(2′)	(2 5′)	(3′)	(4′)	(5′)	(6¹′	(8′)	(10′)	Feet.
Approximate number of litre (or gallon) for each metre (or foot) of water in well.	90 92	140 93	204·57	363·68	568·24	818·27	1,454·70	2,272·98	Litre.
	(20)	(31)	(45)	(80)	(125)	(180)	(320)	(500)	Gallons.
Potash permanganet required for each ·30 metre. (or 1 foot) of water.	45	·71	1·04	1 81	2·85	4·08	7·26	11·34	Grams.
	(7)	(11)	(16)	(28)	(44)	(63)	(112)	(175)	Grains.

It is useful to remember also that a 1,818 litres-cistern (400-gallon-cistern) will require 9·07 gram (140 grains) of potash permanganate.

10. **Method of using Permanganate of Potash.**—Where wells are numerous, the best way to employ permanganate is to prepare a solution of a definite strength so that the requisite amount required for a well can be measured by means of an ordinary measure glass After further dilution in a bucket of water, this can be poured into the well and thoroughly mixed up with the water by subsequent agitation by means of the bucket attached to a rope In many cases, however, wells are scattered and for use in these cases it would be well to put up the dry permanganate in paper packets, each containing about 3 89 grms (one drachm) One packet of this size would be required for a well, 61 metre in diameter, containing about 2 44 metres of water, two packets for a well 76 metre across with about 3 05 or 3 35 metres of water and so on At the time of using, a sufficient number of packets would have to be dissolved in one or more buckets of water added to the well and well mixed up in th usual manner The amount of permanganate of potash required can also be gauged by the colour test, a sufficient quantity of the chemical being added to the water of a well to give it a faintly perceptible pink tinge after the lapse of several hours Water that returns the faintest tinge of pink will be found to be quite sterile

11 **The use of lime for sterilising water.**—Quicklime has long been used for the treatment of polluted water Dr Houston has shown that in certain circumstances lime is a most effective agent for this purpose To be effective good quicklime or water slaked lime is necessary Air-slaked lime, whiting chalk and carbonate of lime are useless for the purpose Lime is specially suitable for sterilising the relatively soft water of tanks, and it can also be used for the harder water of wells but larger amounts are then required Although lime is rather slow in action it has the advantage of continuing its action over a long period and water is usually rendered quite safe for use after 12 to 24 hours Quicklime possesses certain great advantage over all other disinfecting agents, it is very cheap, very easily procurable, and its use is hallowed by tradition It can, therefore, often be used when no other method of sterilising water is possible As already mentioned, only quicklime recently slacked with water is effective In speaking of liming a well or tank it is best, therefore, to specify the use of quicklime, pointing out that it must be slacked properly with water at the time of using and diluted with a considerable amount of water The amount of lime required in any given case will vary with the character, hardness, etc, of the water to be treated But for treating an ordinary tank containing fairly soft water that is not treating and ordinary tank containing fairly soft water that is not brackish 28 35 grms of quicklime should be allowed for every 305 metre of the bank This amount will probably sterilise all the water within 31 metre of the edge of the tank within 24 hours The best way to apply the lime is to mix it with a relatively large amount of water and pour it over the surface near the edge by means of a large watering can, stirring up the water afterwards, if necessary, in order

to mix it thoroughly. But the lime can also be placed in a gunny bag and pushed or drawn through the water by means of ropes or bamboos. If quicklime of good quality is obtainable, about 25.40 Kg. will be required for treating a tank .40 hectare (1 acre) in extent. A square tank about 1337.81 sq. meters (a bigha) in area will require from 14 to 18 kilograms of lime; a tank 15.24 meters square (50 ft. sq.) about 6 Kg., a doba 6.1 meter sqr. (20 ft. sq.) 2.27 Kg. and a small doba 3.05 meter sq. (10 ft. sqr.) under .454 Kg. (1 pound).

12. **Purification of tanks and rivers by reservation.**— After reading the above notes, it may be thought that in the condition existing in West Bengal the suppression of water-borne cholera is impossible if neither bleaching powder, permanganate or quicklime are available. But even in the absence of all disinfecting agents, we are by no means powerless against cholera. The germs of cholera are conveyed from place to place by human beings, and these human carriers of infection spread the disease mostly by polluting the water of tanks, wells, and streams with their excreta. Even the minutest traces of cholera excreta on a soiled dhoti or sari may suffice to infect the water of the tank in which it is washed and thus give rise to many cases of cholera. But, although extremely dangerous when recently excreted from a human-body, the germ of cholera is very delicate and easily destroyed. It is readily killed, by direct sunlight and by heat. Thus, boiling polluted water will quickly free it from cholera germs, and clothing soiled with cholera excreta may be disinfected either by plunging it into boiling water or by exposing it for 12 hours or so to the direct rays of the hot sun. The water of a tank also that has been infected with cholera germs will purify itself of the poison and become safe for use, if it is not reinfected, by exposure to air and sunlight for a few days, the use of a tank, suspected of being infected with cholera, should therefore be absolutely prohibited for a definite period, no one being permitted to approach it, bathe or wash clothes or utensils in it or take water from it. The period of complete reservation that will render an infected tank safe for use, varies with the season of the year. In dry weather, when the sky is clear and the sun bright, three or four days are probably sufficient; but if the days are dull or wet and the sky is cloudy, seven or eight days will be necessary. Tanks that are not overshadowed with trees and vegetation will purify themselves most rapidly. Tanks surrounded with jungle, if once infected, are likely to remain so for longer periods. Broadly speaking, prohibiting all use of a tank for seven or eight days will ordinarily serve to purify the water sufficiently to render it safe for drinking purposes. In the case of flowing streams a similar natural purification is always taking place and would be effective but for the constant pollution that is going on at the same time. In wells and collections of water that are shut out from the direct rays of the sun, natural purification is very slow. In these cases, therefore, chemical sterilising by means of chlorine, permanganate or quicklime must always be adopted. If it is not possible to reserve or sterilise all suspected

sources of water, reliance must be placed upon boiling the water before use, and, in any case, everyone should be urged to take this latter precaution whenever cholera is prevalent.

13 **The need for disinfection.**—Cholera is invariably contracted through the mouth, by swallowing water or food contaminated with the discharges of cholera patients or by the accidental soiling of hands through touching cholera cases and clothing and utensils, etc , soiled with discharges of cholera patients The discharges of the cholera patients are the actual sources of infection Therefore, special care must be taken to disinfect the stools, the urine, the vomit and possibly the spit of a cholera patient A patient when first attacked with cholera is not immediately prostrated and he may, therefore, pass loose motions away from his house and perhaps near a tank or stream, in which he afterwards washes and thus infects it, later, when diarrhoea and vomiting become urgent, the patient perhaps crawls just outside his house to pass stools, eventually, however, he is so prostrated as to be unable to rise, and he then vomits and passes his stools as he lies, thus soiling his clothing and bedding The disinfection of the following item has, therefore, to be considered —

(a) the infected discharges from the patient,

(b) the soiled floor of the house and verandah and the ground in the vicinity,

(c) the soiled clothing, mats and bedding,

(d) the contaminated utensils, such as glasses, cups, lotas and other vessels, plates and spoons, etc ,

(e) the hands of attendants and others, who may have handled soiled clothing, etc

14 **The most useful disinfecting agents.**—The most effective disinfecting agents which can be used are—

Physical

(1) Fire

(2) Boiling water

(3) Sunlight

Chemical

(4) Quicklime

(5) Soap and hot water

(6) Bleaching powder

Other chemical substances, which may be employed, are solutions of bichloride of mercury (1-500 or 1-10,000), carbolic acid (5 per cent), formalin (10 per cent), coal tar disinfectants, such as sal-hyol and izacl (1-300). But as

these preparations are probably no more effective or reliable than ordinary quicklime and bleaching powder, while they are far more costly, their general use is not recommended, especially where economy is a matter of importance.

15. **How to apply disinfecting agents.**—

(a) Infected discharges, excreta, etc., should be burnt as soon as possible. Old rags saturated with discharges from the patient may also be burnt. If the vomit or the stools of a cholera patient can be received into a tin, a karai or a gamla, preferably filled with paddy husk or lime, they can be burnt with advantage. The vessel also may be placed on the fire and thus disinfected. Infected discharges may also be disinfected by boiling them for fifteen minutes. Quicklime can also be used for disinfecting vomit and excreta in the following manner. A handful of quicklime is placed in the vessel containing a cholera stool, hot water sufficient to cover it being added and the whole stirred with a piece of stick. This will disinfect the stool within a couple of hours. A watery solution of recently slaked-lime (one per cent.) will kill many germs in few hours and a three per cent., solution will kill cholera germs within one hour. Few of the more expensive disinfections are more effective than this method. Milk of lime can be prepared by slaking .93 kg. of freshly burnt quicklime with three quarters of .93 kg. of water and afterwards adding four to eight parts of water and mixing well with a stick. Milk of lime prepared in this way may be used for disinfecting cholera stools, soiled floors, clothes and utensils. It should be used freely and at least a two-hour exposure should be given. Bleaching powder may be used either in the dry form of mixed with water for disinfecting cholera discharges. If of full strength, it is fifty times more active than carbolic acid and proportionately more effective than any of the coal-tar disinfectants.

(b) **Disinfecting floors.**—Floors soiled with cholera discharges may be disinfected by thoroughly flaming them with a painters' blow lamp or by the application of freshly slaked powdered lime or bleaching powder or by milk of lime or a strong solution of bleaching powder (.70 grams to a gallon).

(c) **Disinfecting clothing.**—Solid clothing is best disinfected by boiling for fifteen minutes; or it may be soaked in milk of lime for an hour, rinsed in boiling water and then dried thoroughly in the sun. In the absence of quicklime or other disinfectant, exposure of thin white clothing for twelve hours to strong sunlight will probably serve to disinfect it. Bleaching powder in solution 85 grams to 4.55 litres (three ounces to a gallon) may be used for clothing, but it tends to rot the fabric and the article must, therefore, be rinsed out in hot water after a few minutes' exposure. Solutions of bichloride of mercury (1-500), carbolic acid (1-20), formalin (1-10) or hycol or cyllin

(1-100) may also be used for the purpose of disinfecting clothing, giving an exposure of an hour

(d) **Disinfecting utensils, cups, plates, spoons, etc.**—The best method of disinfecting such articles is to immerse them in boiling water for fifteen minutes They may also be disinfected by being placed for an hour in milk of lime and then washed with hot water Another method is to stand them in solution of bleaching powder 85 grams to 4 55 litres (three ounces to a gallon of water) for about half an hour Soaking in formalin solution ten per cent of sal-hycol or izal one per cent , solution for an hour will also serve this purpose, but is no better and much more expensive

(e) **Disinfection of the hands.**—All who attend on cholera patients, who touch their soiled clothing or assist in carrying a cholera patient or persons died of cholera, run a grave risk of contracting infection unless they take the greatest care to cleanse their hands Rinsing the hands in cold water is not enough, and merely dipping the hands in a disinfecting solution is also of little use The thorough use of soap and water is far more effective in preventing the transmission of infection by the hands than the so-called disinfection with carbolic acid, bichloride of mercury, phenyle etc Soap and hot water with the aid of nail brush cleanse the hands, whereas the practice of dipping them for a moment into a disinfecting solution neither cleanses nor disinfects them After the hands have been well cleaned with soap and hot water, they may be immersed for a short time in a one per cent solution of salhycol, izal or 1-500 bichloride of mercury, but on no account must the primary treatment with soap and water be omitted, as no reliance can be placed upon the mere rinsing of the hands in weak disinfecting solution, whereas the thorough use of soap and water is by itself an ample safeguard

16 **Disinfection of tubewells.**– The idea of disinfection of tubewells is not to disinfect the underground water sources from which water is drawn but to disinfect the component parts of the tubewells etc the pump, the inside of the pipes the leather buckets the filter etc , which are usually the seats of pollution The disinfection of a tubewell is undertaken when it is newly sunk or resunk, or when there is evidence of pollution in spite of discarding large quantities of water by hard pumping

The procedure

(1) Dismantle the pump

(2) Calculate the volume of the tube in terms of gallons 4 55 litres using the formula $5D^2H$, D being the diameter and H the depth in metres of the tube

The depth can be measured by lowering a weighted tape down the tubewell pipe.

(3) As disinfection has to be done with a solution having 50 p.c. of chlorine, prepare a solution of that strength by adding about 1 gm. or 15 grains of bleaching powder of 25 per cent. available chlorine strength for every 4.55 litres (1 gallon) of water.

(4) Pour the solution, prepared as at 3 above, into the tube

(5) Prepare a similar solution and immerse the dismantled parts of the pump in it separately.

(6) Observe a contact period of at least 2 hours in both the cases; 6 hours' contact period is desirable.

(7) At the end of this period, pump out water from the tubewell until excess chlorine disappears and then allow the people to use the tube-well.

(8) Residual chlorine has no significance in tubewell disinfection.

N.B.—If, however, it is not possible to dismantle the tubewell and disinfect it in the manner described above, then fill up a reservoir with water from the tube-well and chlorinate it in the usual way as described in paras 1 and 2 above. The procedure of chlorinating a tubewell may be continued till it is satisfactorily disinfected and the water is found bacteriologically safe.

APPENDIX No. 23.

Jail Gardens.

1. The main object of the Jail garden is to ensure an uninterrupted supply of a variety of vegetables throughout the year. This should also afford an opportunity to the prisoners to get themselves acquainted with improved practices in gardening. For this purpose a Jail garden should include fruit trees, particularly, quick-growing varieties such as banana and papaya.

2. It would be more useful to have a number of small plots than a few large ones. as with smaller plots it would be easier to ensure more efficient drainage and irrigation. The drainage and irrigation channels should be so situated as to take advantage of any natural slope of the fields. Suitable bunds should also be raised and terraces made to prevent soil erosion, wherever necessary.

3. All efforts should be made to convert into compost every bit of refuse, night-soil and cattle-dung and urine, leaves falling from the trees, etc. This will supply a good deal of the much-needed plant nutrients, improve soil condition and its capacity to retain moisture and bring down the expenses. Green manuring should also be a regular feature for the same reasons.

4. Except during the rainy season vegetable cultivation will require adequate and proper irrigation. There cannot be any hard and fast rule regarding the frequency and amount of irrigation, which will depend on so many factors, such as the crop, season, soil condition, etc. But care should be taken to see that the plants do not suffer from lack of moisture.

5. When a vegetable requires seedlings to be raised and then transplanted, as in the case of cauliflower, cabbage, knol khol, tomato, etc., the greatest possible care should be taken of the nurser beds and the seedlings. These should be protected from the sun and excessive heat as well as rain. The nursery beds should not suffer from over-watering and excessive shade. Without adequate sunlight the seedlings will become tall and lanky and will never develop into strong and healthy plants.

6. As far as possible, seeds should be obtained from the Directorate of Agriculture. If seeds are collected from Jail grown crops these should be from the strongest and healthiest plants giving high yield. Seeds should never be taken from disease or insect affected fields. If that is not possible, plants which are diseased or insect affected should always be avoided. Seeds should be perfectly mature and be thoroughly cleaned and dried before storing. For storing tins with press on lid is best. Care should, however, be taken to see that neither the lid nor the opening in the tin has any kink and that they fit properly.

7. For successful vegetable cultivation plant protection measures against insect pests and diseases are essential. If the rules detailed below are observed, the incidence of insect pests and diseases would be greatly minimised.

(a) Seeds should be collected, as far as possible, from fields free from insect pests and diseases, or at least, from the healthiest and strongest plants which are free from insects and diseases.

(b) Maintenance of proper cultivation practices, such as, adequate manuring, irrigation, weeding, hoeing, etc. These will make the crop healthy and strong and thus increase the resistance against insects and diseases.

(c) Surroundings of the plots should be kept clean and free from undesirable vegetation, which often harbours pests and diseases.

(d) Keeping a careful watch on the crop so that any pest or disease can be detected at a very early stage and action taken. Diseased or insect-attacked parts of plants should be removed and burnt promptly. After this, treatment with a presticide would be useful.

(e) After harvest the plant refuse of an affected crop such as dry leaves, stems, roots, etc., should be carefully collected and burnt.

(f) After the harvest of a crop the field should be ploughed up as early as possible.

(g) Maintenance of a proper rotation of crops to that vegetables of similar nature are not grown in the same plots in successive seasons.

8. The Directorate of Agriculture, West Bengal, have published leaflets and booklets on various aspects of vegetable and fruit cultivation and the recommendations contained therein should be followed. Any further help and information will be readily given by the local officers of the same Directorate.

9. The following sowing calendar will be found useful :—

Baisakh (middle of April to middle of May).

Brinjal, Lady's Finger, Pumpkin, Snake Gourd, Karela, Sponge Gourd, "Kankrol", "Man Kachu", Early Radish, "Kachu" and Cucumbar.

Jaistha (Middle of May to middle of June).

Brinjal, Lady's Finger, Bottle Gourd, Pumpkin, Snake Gourd, Karela, Kankrol, Sponge Gourd, Country Beans, Early Radish, "Kachu", "Man Kachu", "Ol" and various kinds of "Sag."

Ashar (middle of June to middle of July).

Brinjal, Early Radish, various kinds of "Sag", Bottle Gourd, Snake Gourd, Sponge Gourd, "Man Kachu", Country Beans and Tomato.

Shraban (middle of July to middle of August).

Brinjal, Country Beans, Cauliflower, Tomato, Radish and Cabbage.

Bhadra (middle of August to middle of September).

Brinjal, "Man Kachu", Spinach, Cauliflower, Cabbage, Knol-khol, Beans, Beet, Carrot, Turnip, Lettuce, Garden Pea, Tomato and Radish

Ashwin (middle of September to middle of October).

Brinjal, Bottle Gourd, Pumpkin, Radish, Spinach, Cauliflower, Cabbage, Beans, Beet, Carrot, Turnip, Lettuce, Garden Pea, Tomato, Onion, Cucumber, Knol-khol.

Kartik (middle of October to middle of November).

Brinjal, Potato, Pumpkin, Bottle Gourd, 'Uchche', Radish, Spinach, Cauliflower, Cabbage, Bean, Knol-khol, Beet, Carrot, Turnip, Lettuce, Tomato, Onion and Cucumber.

Agrahayan (middle of November to middle of December).

Brinjal, Bottle Gourd, 'Uchche', Spinach, Knol-khol, Beet, Carrot, Turnip, Radish, Lettuce, Tomato and Onion.

Paus (middle of December to middle of January.)

Sponge Gourd Bottle Gourd, Lettuce, Radish, Tomato, Turnip.

Magh (Middle of January to Middle of February).

Brinjal, Sponge Gourd.

Falgun (middle of February to middle of March).

Brinjal, "Uchche', Sponge Gourd, Pumpkin, White Gourd.

Chaitra (middle of March to middle of April).

Brinjal, Pumpkin, White Gourd, Snake Gourd, 'Karela', 'Uchche' and Cucumber.

APPENDIX No. 24.

Method of keeping accounts of grain before and after Manipulation.

Accounts should be clear and true statements of actual facts, not estimates of what may be expected.

Stock accounts as cash accounts should exactly record what was received and what issued. The quantity stored is that paid for and must be entered in the accounts relating to the particular grain as received. Dryage and wastage should be recorded subsequently as the result of actual weighments made. The exact weight issued for any purpose should be entered on the disbursed side of the account. If the grain is issued in order to undergo some process which will cause change or loss, and then to be brought into stock again, a new account should be opened for this product in red ink indicating that the receipts do not involve cash transactions. Whenever this product is issued the issues should be entered according to weight. Whenever manipulation from beginning to end is not continuous, so that storage intermediately has to be resorted to, each step should be recorded. For instance, there should be a separate account under the head "cleaned rice",

Uncleaned rice—

(1) Received into store on purchase.
(2) Issued for cleaning.

Cleaned rice—

(1) Received after cleaning.
(2) Issued as food.

(1) Must agree with the cash transactions or bills unless received from jail land. The difference between uncleaned rice (2) and cleaned rice (1) will show dust and refraction. No estimate or calculation is required.

A trifling loss may be incurred by handling, weighing or carrying; and birds, vermin, and insects are sometimes allowed to carry away more than they should; but allowing for these with the system above indicated, any serious or excessive deficiency can at once be detected. By adhering to a record of facts and distrusting and discarding estimates and calculations of the probable stock in hand based on averages, the accounts of grain cannot be far wrong. Grain accounts under head diet or manufacture shall be regulated in accordance with the above suggestions and grain shall be stored in bags of known and uniform capacity (75 kg. bags are a convenient size) in which it can be more conveniently and economically handled and sampled than when in bulk, while the difficulties in stock taking are reduced to a minimum. Moreover, the storage of grain in bags assists ventilation and prevents deterioration, especially in damp districts or imperfectly constructed granaries. The bags should be stored in the centre of the godown, so as not to touch the side walls and to permit of ready inspection from all sides. The lower layer should be protected from the dampness of the floor by a thick layer of chopped straw (bhusa) or some similar substance. The mouth of each bag should be sewn up as soon as it has received its contents.

APPENDIX No. 25.

Instructions relating to fish breeding.

1. Of the fresh water fishes the carps, like rohi, katla and mrigal, and the live fishes like koi and magur are suitable for culture in tanks.

2. But one drawback of the Indian major carps is that they do not breed in confined waters and their seedlings have to be procured from their natural habitat—the rivers—for stocking the ponds.

3. Ponds in which rohi, katla and mrigal are to be reared should have some loam at the bottom and should have raised banks, so as not to be overflooded during the rains, and ponds which are in tidal communication with rivers should have inlets and outlets guarded by wire netting. The bottom of the pond should preferably be even to facilitate netting operations.

4. Ponds should retain water up to a depth of 1.5 metres during summer and up to 2.5 metres during the rainy season.

5. For ponds which are exposed to sunshine it will be necessary in the hot weather to have one or two places thatched over to protect the fish from the sun.

6. Ponds with very clear and transparent water are devoid of fish food. Ponds having water with a greenish hue and opalescent are generally suitable for fish culture.

7. The ponds which are selected for rearing rohi, katla and mrigal should be dragged several times to get rid of all kinds of predacious fishes, large and small. The following fishes are very destructive; Boal, sal, sol, chital, foloi, lata, chang, koi, singhi, magur, tangra and all kinds of tortoise, large and small. Water snakes, big lizards and frogs are also very destructive to young fry. All these should be carefully removed before liberating carp fry.

8. Small patches of aquatic vegetation such as "Kesurdam", "Kalmilata" or "Pistia" should be introduced in the ponds in controlled condition. But vegetation like hyacinth, "Jhanji" should never be allowed to grow in the pond as they bring fish disease. Also there should not be excessive vegetation in the ponds as well as on the inner sides of the embankments of the ponds.

9. If carp spawn is available only it is necessary to rear them in a small, shallow and seasonal tank called nursery (100 to 200 sq. metres or less in area and depth of .5 to 1 metre) up to a size of 3.8 to 5 cm. or more before liberating them in big tank (stocking ponds).

10. Seven to ten days before stocking of fish the ponds should be manured with a compost manure prepared out of the following ingredients:

	per cent.
(1) Cow dung	50
(2) Water hyacinth or other green vegetation	25
(3) Mustard oil cake	20
(4) Super phosphate	5

The manure is usually prepared by composting which takes about 6 weeks in a pit. The manure should be applied to the ponds at the rate of 60 kg. per 100 sq. metres of water area in two or three instalments. At least one week prior to manuring of the ponds liming should be done as full and efficient utilisation of manure applied takes place only when the lime content of the pond is adequate. Usually marshy or peaty soils, red sandy loam or laterite soils are poor in their lime content,. For 100 sq. metres of water area 1.3 Kg. of lime should be mixed. uniformly with 5.25 Kg. of good soil and sprinkled over the surface of the pond uniformly. Hurrah-pulling should be undertaken on the second or third day after adding lime and the bottom soil of the pond should be uniformly disturbed for proper mixing of lime with soil.

11. Fishes should be stocked at least 7 to 10 days after manuring.

12. Where there is want of food which is usually indicated by the transparency of the water the young fish should be fed with finely ground oil cake, 'kura', 'khoi', bran, rice, dal, etc. which are excellent fish foods and available in jails in abundance. The feeding must be systematically done every morning and evening at regular hours.

13. It is desirable to keep record of the number, age and size of fry and fingerlings put in each tank in order to be able to find out the rate of growth in different tanks and effect of food, etc. in each.

14. The pond bottom should be disturbed once every fortnight by dragging a net or by hurrah-pulling and the surface of the tank water should be disturbed by beating with bamboo poles.

15. The pond should be netted from time to time (a drag net 15 met. × 5—6 met. with 2.5 cm. – 3.8 cm. mesh will be found suitable for the purpose) and the health and growth rate should be carefully observed.

16. Koi, magur, singi, sal and sol, etc., may be reared in any dirty piece of water and would not require much attention except that ditches in which koi are to be reared should be closely fenced as they leave the water during breeding season in search of fresh waters.

APPENDIX No. 26.

VARIOUS RECIPES

The preparation of Chutneys

Instructions for making Lime or Mango Pickle

RECIPE NO. I.

The fully ripe limes, and cut into quarters (one cut being across the *septa* of the fruit) and exposed on bamboo *chitais* to the sun for four or five days (they may be left lying out all night without taking any harm). When sufficiently dried, the peel will be crisp at the edges and just beginning to be spotted with dark stains. The pieces should then be collected and stored in large earthen jars (mats or martabans), and as each layer is put in, a proportion of spices should be sprinkled over it, and then the whole completely covered with mustard oil.

The spices are composed as follows:—

				Kg.
Garlic	...	...	...	·45
Turmeric	...	...	...	·45
Jira	...	...	...	·45
Sonth	...	...	...	·23
Chilli	...	...	...	·45
Salt	...	...	...	2.41

The spices to be ground fine and then mixed together; this quantity is sufficient for 1,500 large limes; those, of the kagzi variety are by far the best, and should always be used if procurable. On no account should the salt be added to the limes during the drying process, as it causes the juice to run out and be lost.

A large mat will hold about 6,000 to 7,000 limes, and will require about 26.21 to 31.75 Kg. of mustard oil, according to the size of the limes.

The pickle is fit for use in three months, and improves with keeping for, at all events, two years. If the jars leak at all, a little fresh oil should be added from time to time. It is essential that the pickle should be kept entirely covered by a layer of oil at least one inch in depth.

The jars should be well coated with shellac before being used to prevent undue loss of oil by percolation. The jars also improve with age, and after having been a few months

in use, the oil ceases to exude. The jars should be ranged round a godown and supported by earth to the depth of about .4 or .5 metre and they should be covered with an earthen pan, which it is advised to leave loose, to permit of frequent inspection.

Instructions for making Lime Pickle.

RECIPE No. II.

The superficial layer (yellow) of the rind should be first separated by rubbing gently with smooth jhama (vitrified bricks), the limes should then be pickled with needles and placed in a jar of salted lime-juice (saturated solution), and the jar put into the sun for several days.

RECIPE No. III.

The outer rind having been removed in the manner mentioned above the lime may without being pricked be put in small earthen gumlahs (glass or porcelain vessels would be better suited for this purpose, as earthen pots are destroyed by salt) with salt only (583 grammes per 100 limes). These gumlahs should be put into the sun for several days, and be occasionally shaken up to bring the bottom limes to the top.

The taste of lime pickle prepared according to recipe No. I is not palatable, the outer skin being left on makes it bitter and the prisoners do no like it. The two other preparations are very palatable and much liked.

Mango pickle may be prepared by the process described in recipe No. I with successful results.

Instructions for making bael preserve.

The fruit must be rather less than half ripe, to enable it to be cut into firm slices 6 mm. thick; carefully remove the seeds together with the gum by which they are surrounded, and throw the slices into cold water; when all the bael is ready, remove it from the water, and simmer it in a strong syrup over a slow fire for half an hour, or until it has become a rich light-brown colour; bottle it when cool, taking care that the fruit is well covered with syrup.

Instructions for making "Bori".

Soak the pulse in water for about 9 hours; separate the husks by rubbing and washing; crush well and make into thick gruel adding water and stirring well until it becomes light enough to float on water; make into balls and dry in the sun.

Instructions regarding the making of marking ink from Dhoby's nut (Semecarpus Anacardium) and its use.

Take a sufficient quantity of what is known as the Dhoby's nut (ভালা). Soak the nuts in cold water for a day, and put them into a wide-mouth earthen pot about 20 cm. deep and 15 cm. wide, with four or five small holes in the bottom, insert straw in the holes just as is done with drinking water filter chatties or (হাড়ী) cover the pot over with a flat earthen plate and close the sides with damp clay. Underneath this chatty place another chatty, smaller an about 10 cm. deep, to receive the oil as it exudes from the upper chatty. Dig a hole in the ground about .6 metre in diameter, and in the middle of it a smaller one just deep and wide enough to hold the bottom chatty. Place the chatties in the hole and surround the upper one with dried cow-dung, set fire to it and let it gently burn on; when the ashes are cool, remove them and the chatties. The lower one will contain the oil for marking the clothing. It will be fit for use at once and will keep for months. Circulars Nos. 21 and 59 of 1891.

If the numbers fade after repeated washing, they should be stamped on again on Sunday parades. The number which is used for making a prisoner's clothing should be recorded on his ticket. In the same way a new prisoner, who gets on admission second-hand clothes, will have the number of the suit marked on his ticket. This dye is a powerful irritant to the skin, and the irritation is not always confined to the spot where the marking touches the body. To neutralize this effect it is necessary to apply fresh lime (chuna) water to the marking. This application has the further effect of fixing the dye. In numbering clothing there is no objection to putting the jail register number of the prisoner on the clothing, and changing this number when it is re-issued. G. O. No. 6875-RJ., dated 3rd August 1923.

Instructions for making dentifrice.

Recipe No. I.

Sift finely through cloth the ashes of paddy husk used in boiling paddy and mix 37 kgs. of these ashes with 1 Kg. and 870 gms. of pounded alum.

Note.—Coarse part of the ashes may be utilised in the garden.

Recipe No. II.

Mix chalk and camphor in the proportion of 40 to 1.

APPENDIX No. 27.

Deleted.

APPENDIX No. 28.

[Being Appendix No 10 of West Bengal Financial Rules, Volume II]

PART I—GENERAL.

Rules for the supply of articles required to be purchased for the public service.

Preamble.—The policy of the Government of West Bengal is to make their purchases of stores for the public service in such a way as to encourage the development of the industries of the country to the utmost possible extent consistent with economy and efficiency, and the following rules, which are applicable to the purchase of stores (other than printing and stationery stores) for the departments under the Government of West Bengal, are prescribed in accordance with this policy. These rules supersede all previous orders on the subject.

In order to give effect to the above policy preference in making purchases will be given in the following order:—

First, to articles which are produced in India in the form of raw materials or are manufactured in India from raw materials produced in India, provided that the quality is sufficiently good for the purpose.

Secondly, to articles wholly or partially manufactured in India from imported materials provided that the quality is sufficiently good for the purpose.

Thirdly, to articles of foreign manufacture held in stock in India provided that they are of suitable type and requisite quality.

Fourthly, to articles manufactured abroad which need to be specially imported.

Departments of the Government of West Bengal, or officers specially authorised in this behalf, may, when they are satisfied that such a measure is justified, allow a limited degree of preference in respect of price to articles produced or manufactured in West Bengal or alternatively elsewhere in India either wholly or in part.

Note.—The following officers have been authorised to exercise the power of granting such preference up to a limit of 5 per centum:—

Inspector-General of Police; Director of Public Instruction; Director of Agriculture; Director of Industries; Director of Health Services; Superintending Engineers, Public Works and Irrigation; and

Waterways Departments: Director of Land Records and Surveys; Commissioner of Police, Calcutta; Inspector-General of Prisons; Superintendent, Cinchona; Superintendent, West Bengal Government Press; Principal Officer, Mercantile Marine Department; Conservator of Forests; Chief Engineer, Public Health Department; Director of Veterinary Services; Superintendent, Indian Botanic Gardens and Government Gardens, Calcutta, and Lloyd Botanic Garden, Darjeeling; Principal, Veterinary College.

Rule 1. Save as provided in rule 7, all articles required to be purchased for the public service shall be purchased on the condition that delivery shall be made in India, for payment in rupees in India.

Rule 2.—Tenders shall be invited in India, and abroad also when considered desirable, for the supply of all articles which are purchased under rules 1 to 4, wherever the value of the order to be placed is Rs. 2,000 or more unless there are sufficient reasons to be recorded which indicate that it is not in the public interest to call for tenders. No tender which fails to comply with the condition as to delivery and payment prescribed in rule 1 shall be accepted.

In cases where the tender which is prima facie the most economical is not accepted, the reason for its non-acceptance should be recorded.

Note.—The principles regarding contracts and tenders are enunciated in rule 47 of the West Bengal Financial Rules and should be followed strictly in all cases and contracts and tenders.

Rule 3.—All articles, whether manufactured in India or abroad shall be subject to inspection before acceptance and articles for which specifications and/or tests have been prescribed by Government shall be required to conform to such specifications and/or to satisfy the prescribed test or tests which may be carried out during manufacture or before or after despatch from the suppliers' premises.

Note.—Copies of the lists of specifications and tests may be obtained direct from the Indian Stores Department. The Government of West Bengal have adopted these specifications and tests for general use.

Rule 4.—Important plant, machinery and iron and steel work, when obtained in India, shall be obtained only from firms approved by the Indian Stores Department, and specified in the lists issued by that department from time to time.

Rule 5.—In the case of important construction works let out on contract, articles required for the construction of such

work may be supplied by the contracting firm provided that when specification and/or tests have been prescribed for such articles they shall conform to such specifications and/or shall satisfy such tests.

Rule 6.—Nothing in these rules shall be deemed to prohibit the purchase of stores by one department from another.

Note.—All articles manufactured in jails as mentioned in the catalogue to be issued annually must ordinarily be obtained from the jails and may only be purchased from private firms if the cost of buying articles in this way is materially less than that of obtaining them from the jails after taking cost of transport into account.

Rule 7.—The articles enumerated in annexure A, or any other articles of a special or unusual character, may, when suitable and economical purchases cannot be made in accordance with the preceding rules, be obtained without reference to those rules subject to the following conditions:—

(a) where the value of the purchase exceeds Rs. 5,000 the purchasing officer shall place on record his reasons for not effecting the purchase in accordance with the preceding rules.

(b) The purchasing officer may, at his discretion, either obtain the article that he requires by indent on the Indian Stores Department, London, or purchase it direct from manufacturers or dealers abroad. When resort is had to direct purchase from manufacturers or dealers abroad, tenders shall, whenever practicable, be first obtained.

Copies of all indents from abroad should be sent direct to the Chief Controller of Stores, Indian Stores Department, and the Director of Industries, West Bengal, either before despatch or simultaneously with their despatch for scrutiny in order that he may suggest means of obtaining the articles locally, if possible.

Note 1.—This rule does not extend the financial powers of officers to make purchase of any kind as laid down in paragraphs 432, 433 and 433A of the Bengal Audit Manual, as amended from time to time.

Note 2.—Subsidiary instructions for the guidance of officers who are required to make purchases of stores under the provisions of the above rules are contained in the Bengal Stores Manual, 1933, issued by the Commerce and Industries Department of this Government, as amended from time to time.

Note 3.—The procedure for the payment of stores purchased in India, United Kingdom or other foreign countries is laid down in "Section VII—Payments for purchase of stores" of Chapter IV of the Treasury Rules, West Bengal, *vide* Subsidiary Rules 301 to 309.

ANNEXURE A

(*See* rule 7 above)

(i) Seeds.

(ii) Cinchona bark.

(iii) Articles for experimental purposes.

(iv) China, glass, cutlery, plate, crockery and perishable fabrics including linen for residences which are furnished by Government.

(v) Copper, zinc and other non-ferrous metals produced in Australia or America.

(vi) Timber produced in Australia or North America including the British territory.

(vii) Such articles as the Superintendent of Vaccine Depots may require for the preparation of vaccine lymph.

(viii) Chemicals and scientific instruments.

(ix) Preserved and tinned foodstuffs.

(x) Articles required for the residences of the Governor of West Bengal.

Note.—In the case of those departments in which no specific rules have been laid down defining the powers of the spending authorities in respect of "Live Stock", the stores rules will apply for purposes of purchases and writes off of "Live Stock", unless anything is said in a rule to the contrary or unless the inclusion of "Live Stock" in "Stores" is repugnant to the context of the rule. It follows from the above that rule 393 of the West Bengal Financial Rules applies to cases of writing off the value of "Live Stock" in the case of departments referred to above.

PART II.—PURCHASES OF STORES THROUGH THE INDIAN STORES DEPARTMENT

1. Subject to the following exceptions and to any special exemptions sanctioned by Government all stores will be purchased through the agency of the Indian Stores Department:—

(1) Foodstuffs and forage.

(2) Lethal stores.

(3) Medical Stores.

(4) Mathematical instruments, which under standing orders are to be obtained from the Mathematical Instrument office.

(5) Scientific instruments and accessories or special character which involve a departure from standard.

(6) Coal and coke in cases in which the total annual requirement is less than 150 tons in respect of each commodity, and firewood and charcoal.

(7) Straw.

(8) Road metal bricks, stone, marble and similar building materials, lime and sand and chalk.

(9) Indian made wooden and cane furniture, country carts and boats, hand carts, trucks and trolleys which can be satisfactorily and economically obtained from local sources.

(10) China, glass, cutlery, plate, crockery and perishable fabrics, including linen for residences which are furnished by Government.

(11) Ordinary packing cases.

(12) Subject to the proviso below, other classes of stores of a value not exceeding Rs. 100 in each case and not exceeding in the aggregate Rs. 1,000 in any one year except stores for which running and rate contracts have been placed by the Indian Stores Department. In respect of these classes of stores purchase may be made direct in cases of emergency or when such stores can be more conveniently obtained locally up to a limit of Rs. 25 in each case:

Provided that purchasing officers may indent on the Indian Stores Department both for stores for which running and rate contracts have been made and for the other classes of stores referred to in this clause in cases in which the value is below the amounts mentioned above when the purchasing officers are themselves unable to make suitable arrangements for supply.

N.B.—The present limit of Rs. 25, up to which stores included in the rate and running contracts can be purchased locally in cases of emergency, may be waived in future in the case of officers stationed at places other than those where stocks are held against such contracts provided that the supplies are required urgently and can be obtained by the indenting offices locally or from a nearer station. In such cases direct purchase of this class of stores may be made of a value not exceeding Rs. 100 in each case and not exceeding in the aggregate Rs. 1,000 in any one year.

2. (1) All indents sent out to the Director-General, Indian Stores Department, London (whether by formal indent, letter or telegram), should state clearly and accurately the grant number and the head of account to which the cost of the stores is debitable, the amount of appropriation provided and an estimate of cost of each item.

The indents should be prepared in such form and in accordance with such general or special instructions as may be issued by Government in this behalf.

(2) Indents should not be sent out so late in the financial year that they cannot possibly be complied with and paid for within that year. If the Director-General receives any indent which he cannot possibly comply with before the end of the financial year, he will carry it over to the following financial year under intimation to Government.

(3) If it is essential to send out an indent to London before the sanctioned appropriation has been communicated to the authority concerned, the consent of the Finance Department should be obtained if the estimated amount exceeds the limit as has been or may be prescribed by Government in this behalf. In such cases, the words "The Finance Department has agreed to indent being executed" should be written on the indent.

(4) The purchasing officer should distinguish very carefully between stores to be bought through the agency of the Director-General, Indian Stores Department, and stores merely to be delivered to him for despatch and shipment through his agency.

Note.— For detailed methods to be adopted in entrusting the supplies to the Indian Stores Department by the indenting officers and the procedure followed by the Indian Stores Department in arranging for their supplies and payment and the accounting of their prices and overhead charges, etc., the pamphlet issued by the Indian Stores Department, known as "Indian Stores Department—Its organisation and functions" may be seen.

3. Unless the amount payable is less than one rupee, payments for stores obtained through the agency of the Indian Stores Department may be made only by the Controller of Supply Accounts (Civil), and on the forms prescribed for the purpose and should in no circumstances be made by the indenting officers themselves.

APPENDIX No. 29

Warders' Benefit Fund

Under the provisions of section 59(10) of the Prisons Act (Act IX of 1894), the Governor is pleased to prescribe the following rules for the disposal of fines and penalties realised from head warders and warders:—

1. There shall be a "Warders' Benefit Fund", the assets of which will ordinarily consist of fines and penalties levied on the jail warders staff.

2. The Fund shall be opened under the central ledger head "Civil Deposits". Fines and penalties imposed upon head warders or warders shall be deducted from the pay bills and credited *per contra* under the above head in the Treasury Cash Account.

3. The Inspector-General of Prisons, West Bengal, shall be the administrator of the Fund, which should be utilised for the benefit of warders generally.

4. All bills against the Fund will be signed by the Inspector-General of Prisons, and all payments on account of warders' benefit shall be made from the district treasuries and charged to the head "Civil Deposits". The bills shall have the following heading "chargeable to Civil Deposits—Warders' Benefit Fund".

5. The bills signed by the Inspector-General of Prisons will be honoured by the Accountant-General, West Bengal, so long as there is a balance at credit; the Inspector-General of Prisons being responsible for the due appropriation of moneys received on this account. For this purpose, a statement of credits and debits occurring on this account, together with opening and closing balances, will be sent by the Accountant-General to the Inspector-General of Prisons by the 10th of the second month following the month of account. No payment should be authorised until this statement is received and the amount of each bill signed by the Inspector-General should be deducted from the closing balance of the statement and payment should be stopped when the balance is exhausted.

APPENDIX No. 29A

Rules for Grants and Sports Fund of the Central and District Jails.

1.. Superintendents shall use every endeavour to promote the interest and participation of warder staff in atheletic sports and games of all kinds—indoor and outdoor.

2. An Athletic Club shall be established at each of the Central and District Jails. This Club shall be called "Warders Club" and the fund of the club as "Games and Sports Fund for Warder Staff". All the warders shall be members of their respective club. A monthly subscription of twelve paise per head shall be realised at the time of disbursement of pay of warder staff attached to Central Jails and at six paise per head from the pay of warder staff attached to the District Jails and deposited in the respective Funds.

(*Vide* Jail Circular Order No. 1962(2)/89, dated the 24th February, 1943)

(*Vide* Jail Circular Order No. 15, dated the 19th September 1941).

3. To supplement the fund an annual subsidy is granted by the State Government for each such club. The Inspector-General of Prisons, West Bengal, will annually grant the amount from this subsidy to the different Jails.

4. The Superintendents of the respective Jails shall be the Administrators of the Fund which should be utilised for the benefit of warders in the realm of sports and games, both indoor and outdoor.

5. (i) No Superintendent shall incur any expenditure from the subsidy granted by Government in excess of the allotment made to the respective club. All bills against this grant will be signed by the Superintendent and payment therefrom shall be made from the local treasuries and charged to the head "Miscellaneous Services and Supplies" under "22—Jails" budget.

(ii) Accumulation of money in the fund, whether by realisations from the staff in the manner stated in rule 2 or by subsidy from Government in the manner stated in rule 3 should be kept in office iron safe separate from other cash up to Rs. 25 for Central Jails and up to Rs. 15 for District and Special Jails the excess being deposited in Post Office Savings Bank Account to be drawn as and when necessary.

(*Vide* Jail Circular Memo. No. 11155(28), dated the 5th November 1942)

(iii) In view of the fact that the fund is constituted partly by subscriptions from warders and partly by Government subsidy, and the receipts and payments will be too

many but petty, the fund need not be treated as forming part of the public account. A separate cash book should however be maintained on the lines that satisfy Government audit instructions. The Jailor will be responsible for maintenance of the fund. This cash book will be audited annually by the Travelling Auditor of Prisons Directorate.

(*Vide* Jail Circular Memo. No. 4228(27), dated the 26th April, 1941)

Central Club.

6. There shall be a central club named "The West Bengal Jails Sporting Club". The object of the club shall be to bring the employees of the West Bengal Jails Department into closer touch with one another and to promote and foster the spirit of co-operation among its members through the medium of sports. All the clubs mentioned in paragraph 2 shall remain affiliated to it. It shall maintain its own rules and constitution.

7. This Central Club shall be the controlling authority for the organisation of annual athletic sports and the inter-jails games and tournaments as well as for the distribution and maintenance of trophies.

8. The Inspector-General of Prisons, West Bengal, shall be Administrator of the West Bengal Jails Sporting Club Fund and shall maintain a proper account of the expenditure incurred for it.

9. Annual subsidies of Rs. 1,200 and Rs. 1,500 to the West Bengal Jails Sporting Club and to the Central and District Jails, respectively, are sanctioned by the State Government for the purpose. All bills against these grants will be signed by the Inspector-General of Prisons, West Bengal, and all payments therefrom shall be made from the local treasury and charged to the head "Grants-in-aid and Contribution" in the "22—Jails" budget.

G.O. No. 1783H.J./1W-1/58, dated 24th June 1958

(*Vide* Govt. Order No. 1684-H.J., dated the 24th August, 1948.)

A statement of receipts and expenditures of the West Bengal Jails Sporting Club including those in respect of the grant-in-aid duly audited by the Travelling Auditor of the Prisons Directorate shall be submitted to Government every year accompanied by a certificate from the Inspector-General of Prisons, West Bengal, to the effect that the grant-in-aid has been fully utilised for the purpose for which it was sanctioned.

(G.O. No. 1995H.J., dated 29th July 1954)

APPENDIX No. 30.

Rules for purchase of dietary and other articles.

1. The Superintendent shall submit to the Inspector-General, on or before the 2nd December each year, a statement showing the approximate quantity of each kind of dietary and other articles which are to be purchased through contracts during the next calendar or financial year and for which tenders are to be invited by the Inspector-General.

2. (1) Purchase of dietary and other articles should be made at the cheapest season as far as possible, after due publication of notices calling for tenders.

(2) There shall be the following Advisory Committees for considering tenders for supply of articles to Jails:—

(a) A Central Tender Committee consisting of—

(i) the Inspector-General of Prisons—Chairman,

(ii) the Deputy Secretary, Home (Jails) Department or any other officer representing that Department, and

(iii) an expert or experts to be nominated by the Chairman. G. O. No. 2429-HJ., dated 18-9-54.

Where the estimated annual value of each item for the Calcutta Jails, including Dum Dum Central Jail, taken together exceeds Rs. 5,000 or where the estimated annual value of each item for any other Jail exceeds Rs. 10,000, the Central Tender Committee shall consider the tenders and make their recommendation to the Inspector-General. The Central Tender Committee shall also deal with tenders for supply of blankets, blanketing cloth, yarn, jerseys and other articles as the Inspector-General may decide.

In the above cases, tenders shall be invited by the Inspector-Genral.

(b) A Tender Committee consisting of the Superintendents of Presidency Jail, Alipore Central Jail and Dum Dum Central Jail and an expert or experts to be nominated by the Inspector-General. Where the estimated annual value of each item for the Calcutta Jails, including Dum Dum Central Jail, taken together, is between Rs. 5,000 and Rs. 250, the tenders shall be considered by this Committee and its recommendations shall be sent to the Inspector-General for final orders.

The senior of the Superintendents of Presidency Jail and Alipore Central Jail shall be the Chairman of the Committee and shall invite tenders in the above cases.

(c) A District Tender Committee consisting of—

(i) the District Magistrate or his representative not lower in rank than a Deputy Magistrate—(Chairman),

(ii) the Superintendent of the Central or District Jail concerned,

(iii) one M.L.A. Jail Visitor nominated by the District Magistrate, and

(iv) the District Agricultural Marketing Officer or any other Technical Officer or officers nominated by the Chairman.

Tenders for supply of articles where the estimated annual value of each item for a Central or District Jail outside Calcutta and Dum Dum is between Rs. 10,000 and Rs. 250 shall be considered by this Committee, and its recommendations shall be sent to the Inspector-General for final orders.

Tenders shall be invited in such cases by the Superintendent of the Jail concerned.

Note 1.—Two members will form a quorum at meetings of each of the above Committees.

Note 2.—In respect of a Special Jail outside Calcutta there may be an *ad hoc* Tender Committee formed under orders of Government.

3. Notices calling for tenders shall issue at least a fortnight before the last date fixed for submission of such tenders and shall contain full particulars of the conditions to be fulfilled by tenderers. The essential conditions are as follows:—

(a) Names of Proprietors/Partners of the firms with their respective addresses shall be mentioned in the tenders.

(b) The price of each quality or variety of article offered must be stated in figures and words without any erasures or overwritings.

(c) Tenders must be submitted in sealed covers accompanied by samples in sealed packets or containers of each quality of non-perishable article.

(d) Tenders must be sent by registered post with acknowledgment due or by messenger addressed to the Inspector-General or the Superintendent of the Jail, as the case may be, and marked on the sealed envelope "Tender for....."

(e) All tenders must be accompanied by earnest money as specified in the tender notice. Tenderers should furnish Income-tax and Sales Tax Clearance Certificates along with the tenders.

(f) Tenders must reach the office of the Inspector-General or of the Superintendent of Jail, as the case may be, not later than the time and date fixed.

(g) Tenderers who are not known to the Inspector-General or the Superintendent of Jail may be required to prove their *bona fides* by producing references from reliable persons.

Note 1. The amount of earnest money shall be fixed for each article or group of articles at approximately 2 per cent. of the prevailing market price thereof, provided that it shall be fixed at approximately 5 per cent. where the market price of the article exceeds Rs. 20,000.

Note. 2.—The earnest money of unsuccessful tenderers shall be returned to them within three weeks of the date of opening of the tenders.

Note 3.—In tender notices it should be stated that the tenderers or their duly authorised representatives may be present at the time of opening of the tenders and the compilation of comparative tables, if they so desire.

4. As soon as tenders invited by the Inspector-General are received in his office, the date of receipt shall be noted on the envelope by an officer authorised to act on his behalf. Similarly, in case of tenders received in Jail, the date of receipt shall be noted on the envelope by the Superintendent or by an officer authorised by him. The tenders and the samples shall be kept intact in a safe or locked almirah until these are placed before the Tender Committee.

5. At the time and on the date fixed for opening of tenders, the tenders and samples shall be placed before the Committee which shall satisfy itself that the seals are intact. The tenders shall then be opened and each of the tenders shall be initialled and dated by the members present. The Committee will select the articles considered to be suitable and cheapest. Where a lower tender is not accepted, the reasons for non-acceptance should be recorded.

(a) The Central Tender Committee will make its recommendations to the Inspector-General who shall then pass necessary orders thereon. The Inspector-General's acceptance should be communicated promptly to the successful tenders with direction immediately to deposit the requisite security money and to sign the contract deed.

(b) The proceedings of the Tender Committee of Superintendents of Calcutta Jails and of the District Tender Committees shall be recorded in the form of a minute. A copy of each minute together with all the tenders and a portion of samples both for recommended rates and for rates not recommended though cheaper shall be sent forthwith by the Superintendent of the Jail concerned to the Inspector-General for his final

orders. The Inspector-General's acceptance should be communicated promptly to the Superintendent concerned and on receipt of the same, the Superintendent shall ask the successful tenderer immediately to deposit the requisite security money and to sign the contract deed. If the contractor is a resident of another place the communication to him may be made by telegram, followed by letter.

G. O. No. 3016-P.J., dated the 24th Aug. 1931.

(c) If the contractor fails to sign the contract deed within a week of receipt of intimation of acceptance of tender the earnest money deposited with the tender may be forfeited. As soon as the contract is signed the earnest money shall be returned to the contractor.

G. O. No. 11-HJD, dated 23-4-1940.

Note.—In the case of contracts for supply of a definite quantity of articles within a definite period, the contractors shall be required to deposit security money equivalent to 10 (ten) per cent. of the price of the articles at the accepted rates, but in the case of contracts for supplies according to requirements during a running period the security money to be deposited by the contractors shall be fixed at 5 (five) per cent. of the total estimated price of the articles at the accepted rates for the entire period of contract.

6. If the contractor fails to supply the full quantity within the stipulated time, the matter should be forthwith reported to the Inspector-General with the explanation, if any, submitted by the contractor. The balance of the articles remaining to be supplied may be purchased locally or by a fresh contract with the approval of the Inspector-General and the excess expenditure, if any, for such purchase shall be made good from the security money and/or the pending bills of the contractor. The security money may also be forfeited by the Inspector-General for breach of any of the conditions of the contract.

7. (a) All supplies of grain should be delivered by the contractor in bags and each bag of the same consignment should contain the same quantity of grain. With each consignment the contractor shall furnish an invoice in duplicate, showing the number of bags and the total quantity of the grain supplied. As soon as possible but not later than 24 hours of the receipt of each consignment, the Jailor shall report such receipt to the Superintendent in the Jailor's Report Book stating the number of bags received. As soon as possible but not later than 48 hours of the receipt of the Jailor's report the Superintendent shall carefully examine the quality of grains in each of the bags to find out which of the bags contain grains of

quality at least equal to the approved sample. He shall then record in the Jailor's Report Book the number of bags approved by him, and order the bags not approved by him, to be kept separate and to be promptly returned to the contractor.

The Superintendent shall then select at random at least 5 per cent. of the bags approved by him for testing of refraction, etc. The Jailor and the Grain Store-Keeper shall conduct this test forthwith if possible in the presence of the contractor or his representative. The result of the test should then be reported in detail in the Jailor's Report Book under the signature of the Jailor and the Store-Keeper.

If the Superintendent is satisfied that the refraction is not in excess of the quantity stipulated he will order acceptance and weighment of the commodity in the Jailor's Report Book. The bags should then be weighed without delay in the presence, if possible, of the contractor or his representative, the contractor having been duly notified in writing of the date and time of weighment.

(b) In the case of mustard seed, the contractor shall furnish with each consignment an invoice in duplicate showing the number of bags and the total quantity of the seed supplied. As soon as possible but not later than 24 hours of the receipt of each consignment, the Deputy Superintendent or Jailor (where there is no Deputy Superintendent) shall report to the Superintendent the receipt of the consignment in Deputy Superintendent's or Jailor's Report Book. The supply received in one or more consignments shall, as the Superintendent thinks convenient, be thoroughly piled to make one lot. The Deputy Superintendent or Jailor (where there is no Deputy Superintendent) and the Foreman, if there be any, shall then test in the Jail Ghanies the outturn of oil with samples from the piled seeds of the lot. The contractor should be requested in writing to be present or send his representative during the outturn test. The result of the test should then be reported in detail in the Deputy Superintendent's or Jailor's Report Book under the signatures of the Deputy Superintendent or Jailor (where there is no Deputy Superintendent) and the Foreman, if there be any. If the outturn be within the limit noted in the contract deed, samples of the seed and the oil should be immediately sent for chemical test.

If chemical test report be satisfactory, the Superintendent shall record in the Deputy Superintendent's or Jailor's Report Book his acceptance of the relative lot of mustard seed and order its weighment. The mustard seed should then be weighed without delay in the presence, if possible, of the contractor or his representative, the contractor having been duly notified in writing of the date and time of weighment. If the outturn of oil be less than the stipulated

quantity or the chemical test report is not satisfactory, the Superintendent shall reject the supply and order its forthwith removal by the contractor.

(c) The weighment of the commodity shall be made in the presence of the Deputy Superintendent or Jailor (where there is no Deputy Superintendent) and the Store-Keeper concerned and the Deputy Superintendent or Jailor (where there is no Deputy Superintendent) should see that all the bags contain the same quantity of the commodity (preferably 75 Kg. each.) The total quantity found on weighment should be noted in the Deputy Superintendent's or Jailor's Report Book under the signatures of the Deputy Superintendent or Jailor (where there is no Deputy Superintendent) and the Store-Keeper concerned. The Superintendent shall then count the bags and have a fair percentage of the bags weighed in his presence and certify the correctness of the quantity recorded in the Deputy Superintendent's or Jailor's Report Book and pass orders for payment. He should also inform the contractor as to the quantity of the commodity so received and taken into stock. Payment shall then be made promptly as required by rule 1122 of the Jail Code.

8. The supply of all other articles by the contractor must be accompanied by an invoice in duplicate, showing the total quantity of each kind of article supplied. Acceptance and weighment, etc., of the article supplied shall be governed by rules 1371(2) and 1378(2) of the Jail Code. The Superintendent or the Officer deputed by him for checking the supply received, shall sign the invoice, a copy of which shall be returned to the contractor as receipt.

9. All payments over Rs. 25 to an outside contractor shall be made by Remittance Transfer Receipt which shall be sent to the contractor by registered post to his address. Payment to local contractors shall be made by cheques or endorsed abstract bills and may be made in cash when the amount is less than Rs. 500.

10. As soon as possible, but not later than three weeks of the completion of the contract for bulk supplies, a report shall be submitted to the Inspector-General giving details of (1) the date of delivery, (2) the quantity received, (3) the amount paid and (4) the date of payment. The report shall deal with each consignment separately.

APPENDIX No. 31

Rules regarding Nursing Hospital Orderlies

1. Nursing hospital orderlies should be in the proportion of 1 to 10 beds, i.e., 10 per cent. of the beds in the hospital.

They should be selected from men with sentences of minimum 2 years and maximum 3 years, or with 2 years' unexpired sentences. For this purpose non-habitual prisoners of intelligence and education passed for (1) medium labour or (2) hard labour [if sufficient number of (1) be not available] are suitable.

2. They should undergo a course of instruction by the Medical Officer.

Classes will be held three times a year to fill up vacancies etc. The course of training will be for six weeks at the end of which an examination will be held by the Medical Officer.

Special remission will be awarded to the hospital orderlies for good work.

A sufficient number of men should be trained on first admission to Jail so that the number required for actual service and to provide a reserve for District Jails or Sub-jails where necessary would always be available.

As the presence of long-term prisoners is not desirable in District Jails and Sub-Jails trained men who have served three-fourths of their sentence or with a maximum of one year to serve should be sent to District Jails or Sub-Jails.

3. One set of the following books of the St. John's Ambulance Association should be supplied to each jail:—

(1) First Aid to the Injured.

(2) Home Nursing Text Book.

Syllabus for Training for Hospital Nursing Orderlies on modified lines of that given by the St. John's Ambulance Association includes—

I. Knowledge of first aid to the injured.

II. Knowledge of nursing.

I. *First-aid to the injured*

To include—

Elementary knowledge of anatomy.

Elementary fractures and dislocations.

Elementary splints and bandages with special reference to Esmarchs's triangular bundage and its uses; sprains and strains.

Haemorrhage and arrest of—insensibility.

General treatment of—

Epilepsy and fainting; bruises and wounds; burns and scalds: snake-bite; artificial respiration; strangulation, choking, hanging, suffocation; poisons and poisoning; carrying patients (four-handed seat, etc.); preparation of bed (surgical) removing clothes, etc.

II. *Nursing*

To include elementary knowledge of—

(a) Preparation and cleaning of sick room-bed and bedding, disinfectants, washing of patients, dressing of patients, bed-making, changing sheets, draw sheets, irrigation, moving helpless patients, bed rests, cradles, sick room cookery, including how to feed and feeding cups; administration of medicines; rigors, sleep, posture, pain, cough, expectoration, appetite, thirst, vomiting pulse, respiration, temperature and use of clinical thermometer, baths and packs; bed sores; delirium.

G.O. No. 327-TR., dated 8th September 1924 and Jail Circular No. 5, dated 13th February 1925.

(b) Application of local remedies—

Poultices, fomentation, dry head , blisters, ointments, inhalations, padding splints; management of convalescents; the roller bandages and its application.

Text Books, St. John's Ambulance Association—

I. First-aid to the injured.

II. Home Nursing Text Books.

APPENDIX No. 31A.

(Appendix B of Statutory Rule vide Notification No. 1325-H.J., dated 8th June 1966.)

Rules for the Maintenance of Libraries in Jails in West Bengal.

(Government Order No. 4311-H.J., dated the 21st November 1938.)

1. A library should be maintained in each Central and District Jails, for issue of books to well-behaved literate prisoners.

2. The selection of books for the library is left to the discretion of Superintendents. They should, however, consult non-official visitors and give an opportunity to well-behaved literate prisoners to make suggestions in a register to be kept for the purpose before books are selected; a list of the books selected should be approved by the District Magistrate before they are obtained for the library and a copy of the final list sent to the office of the Inspector-General for record.

3. The library should be placed in charge of a teacher, working under the general orders of the Superintendent. The teacher shall report promptly the loss of any books; otherwise he will be held responsible for the loss.

4. The library will be inspected by the Superintendent at least once a month in the course of his usual inspection of the jail. Visitors should be shown round the library whenever convenient and encouraged to present books.

5. A self-contained catalogue shall be maintained in the library with the following sections or groups:—

(i) Fiction.
(ii) Biography.
(iii) Religion.
(iv) History.
(v) Travels.
(vi) Science.
(vii) Poetry and Drama.
(viii) Periodicals.
(ix) Miscellaneous.

A sufficient number of pages should be set apart for each of the above groups.

As soon as a book is purchased or otherwise received, it should be given a serial number stamped with the jail

stamp, dated and a note made on the first page as to the number of pages contained in the book including spare pages. It should then be entered in the catalogue with the date of receipt, title and name of author properly indicated therein serially but separately under the several groups as above specified. A copy of this catalogue with the names of books and authors only should be made available to well-behaved literate prisoners when necessary for choice of books.

6. An Issue Register shall be maintained in the form appended to these rules,

7. Usually one book will be issued at a time to a well-behaved literate prisoner to be retained by him for a period not exceeding a fortnight. The Superintendent may, however, at his discretion, allow a larger number of books in special cases, provided that not more than two books shall normally be issued to any one prisoner at a time. If the books are not returned within a fortnight, the teacher will send for the prisoner and secure prompt return.

8. The teacher shall record in red ink on the cover of the history ticket of a prisoner using the library the word "Library" so that at time of transfer, release or admission to hospital, steps can be taken to get back the book issued before it is too late. The Deputy Jailor-in-charge of transfers and releases shall see that books issued to prisoners are received back in the library before transfer or release of the prisoners concerned.

9. If a book issued to a prisoner is lost or found to contain any mark or writing on it or otherwise damaged, the matter should be referred by the teacher to the Superintendent who will take such disciplinary measures against the prisoner concerned as he considers fit. Books lost, damaged or rendered unserviceable by wear and tear will be written off by the Superintendent with the previous sanction of the Inspector-General.

10. A book issued to a prisoner must not be transferred by him to any other prisoner. If this rule is infringed, the offender shall not only forfeit the privilege of having books for a specified period but shall also be liable to punishment.

11. No book shall be taken by a prisoner to any part of the jail set apart for infectious cases. Books in possession of prisoners attacked with infectious diseases will be recovered and sent to the hospital for sterilisation.

12. The Medical Subordinate-in-charge shall see that books in possession of prisoners admitted to the hospital are kept properly and that in no circumstances books are allowed in the infectious ward of the hospital or any part of the jail set apart for infectious cases.

Register of Books, Periodicals, etc., issued from the Jail Library.

Date of Issue	Title of book and name of author	Library number		To whom issued	
		Head (group)	Serial No.	Number, class and name of prisoner	Initial of prisoner in token of receipt of book
1	2	3	4	5	6

Date of return and initial of prisoner	Remarks. (Date on which reminded should be noted here, also if the book is damaged or anything written on it.)
7	8

West Bengal Jail Register Nos. 1 and 2.*
West Bengal Form No. 4980.

Report/Minute Book of the

Year and date.	Reports or instructions of Minutes.

*These serial numbers of the Registers in this part are the same as those of the old Bengal Jail Code, 7th Edition. New continuous serials have not been assigned to these Registers for the sake of maintaining a continuity between the old and the present Code.

Report/Minute Book of the

Year and date.	Orders of Superintendent Observations, replies or action taken

West Bengal Jail Register No. 4
West Bengal Form No. 4981

Warders' Service register of the Jail.

Warder's name and father's name. } ——— Date of birth by Christian era as nearly as can be ascertained | Circle Number.

Residence .. } Village ——— Police-station and Post Office . . District ———

Nationality and religion ———

Educational qualification ———

Previous employment under Government, if any. } ———

Police report as to character ———

Other previous occupation ———

District in which recruited ———

Personal marks for identification and height by measurement ———

Date of first appointment ———

Details of service.				Particulars of transfers, leave, promotion, etc., with dates.	Offences,	Punishments.
Dates of appointments or arrival at jail to which transferred	Jail in which employed	Grade. Substantive.	Grade. Acting.			

WEST BENGAL JAIL REGISTER No. 5.

West Bengal Jail Register No. 5.
West Bengal Form No. 4982.

Register of the Number of Prisoners employed on each description of Labour during the month of . . 19

Male convicts.	Days of the month. 1st	2nd	3rd	4th
Number of male convicts employed on working days.				
Unemployed among those sentenced to rigorous imprisonment.				
Sick in hospital				
Convalescent and special gangs				
Under observation in observation cells or hospital				
Newly admitted prisoners not distributed to work, prisoners in handcuffs, etc.				
Convicts sent for re-trial or to give evidence and received back the same day				
On unremunerative labour				
On Jail Duties.				
Convict Overseers				
Jail servants.				
Writers or godown-workers				
Cooks				
Sweepers and Mehters				
On miscellaneous jail service*				
Total of jail servants				
Gardening and agriculture				
Employed in preparing articles for use or consumption in jail† — Dairy				
Employed in preparing articles for use or consumption in jail† — On hard labour				
Employed in preparing articles for use or consumption in jail† — On medium or light labour				
Jail repairs				
On Jail Buildings.				
Additions and alterations. — Under Superintendent				
On Manufactures.				
On hard labour.				
Total on hard labour				
On medium or light labour.				
Total on medium or light labou				
Grand Total on Manufactures				
Hired out to municipalities				
Total number of male convicts under sentence of labour on working days				
Total number of male convicts present on Sundays and holidays, including those in hospital and infirm				
Grand total of male convicts				
Deduct prisoners included above released in the afternoon				
Total of male convicts to agree with Abstract Register No. 14 after deducting simple imprisonment prisoners				

To include only bhisties, wood-cleavers, hospital attendants, barbers, dhobies, and lamp lighters and
(i.e., Dal-grinding, manufacturing of jail clothing, etc.

In the Jail,

19

Days of the month.											
5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th

no others, without the special sanction of the Inspector-General of Prisons.

Male convicts.	Days of the month. 17th	18th	19th	20th
Number of male convicts employed on working days. — Unemployed among those sentenced to rigorous imprisonment. — Sick in hospital				
Convalescent and special gangs				
Under observation in observation cells or hospital ..				
Newly admitted prisoners not distributed to work, prisoners in handcuffs, etc.				
Convicts sent for re-trial or to give evidence and received back the same day				
On unremunerative labour				
On Jail Duties. — Convict Overseers				
Jail servants. — Writers or godown-workers				
Cooks				
Sweepers and mehters				
On miscellaneous jail service*				
Total of jail servants				
Gardening and agriculture				
Employed in preparing articles for use or consumption in jail† — Dairy				
On hard labour				
On medium or light labour ..				
Jail repairs				
On Jail Buildings. — Additions and alterations — Under Superintendent				
On Manufactures. — On hard labour ..				
..				
..				
..				
..				
..				
..				
..				
..				
Total on hard labour				
On medium or light labour. ..				
..				
..				
..				
..				
..				
..				
..				
..				
..				
..				
..				
Total on medium or light labour .. .				
Grand Total on Manufactures				
Hired out to municipalities				
Total number of male convicts under sentence of labour on working days				
Total number of male convicts present on Sundays and holidays, including those in hospital and infirm ..				
Grand total of male convicts				
Deduct prisoners included above released in the afternoon				
Total of male convicts to agree with Abstract Register No. 14 after deducting simple imprisonment prisoners				

*To include only bhisties, wood-cleavers, hospital attendants, barbers, dhobies and lamp-lightes and
†i.e., Dal-grinding, manufacturing of jail clothing etc.

Days of the month.											
21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	Total.

no others, without the special sanction of the Inspector-General of Prisons.

Female convicts.	Days of the month.			
	1st	2nd	3rd	4th
Female convicts employed on working days. — Unemployed among those sentenced to rigorous imprisonment. — Sick in hospital				
Convalescent and special gangs Under observation in hospital or observation cells				
Newly admitted prisoners not distributed to work				
Convicts sent for re-trial or to give evidence and received back the same day				
On unremunerative labour				
On Jail Duties. — Convict Overseers				
Jail servants. — Sweepers and mehters ..				
On miscellaneous Jail service* ..				
Total of jail servants				
Gardening				
Employed in preparing articles for use or consumption in Jail† — On hard labour				
On medium or light labour ..				
On manufactures. — Jail repairs ..				
On hard labour. ..				
..				
..				
..				
Total on hard labour				
On medium or light labour. ..				
..				
..				
..				
..				
Total on medium or light labour ..				
Grand Total on Manufactures				
Total number of female convicts under sentence of labour on working days				
Total number of female convicts present on Sundays and holidays, including those in hospital and infirm				
Grand Total of Female Convicts				
Deduct prisoners included above released in the afternoon ..				
Total of female convicts to agree with Abstract Register No. 14 after deducting simple imprisonment				
Grand Total of all convicts				
Initials of Jailor ..				
Initials of Superintendent ..				

*To include only bhisties, wood-Cleavers, hospital attendants, barbers, dhobies, and lamp-lighters and

†*i.e.*, Dal-grinding, manufacturing of jail clothing, etc.

Days of the month.											
5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th

no others, without the special sanction of the Inspector-General of Prisons.

Female convicts.	Days of the month.			
	17th	18th	19th	20th
Female convicts employed on working days. — Unemployed among those sentenced to rigorous imprisonment. — Sick in hospital				
Convalescent and special gangs				
Under observation in hospital or observation cells ..				
Newly admitted prisoners not distributed to work ..				
Convicts sent for re-trial or to give evidence and received back the same day				
On unremunerative labour				
On Jail Duties. — Convict Overseers				
Jail servants. — Sweepers and mehters				
On miscellaneous Jail service*				
Total of jail servants				
Gardening				
Employed in preparing articles for use or consumption in Jail† — On hard labour				
On medium or light labour ..				
On manufactures. — Jail repairs ..				
On hard labour. ..				
..				
..				
..				
..				
On medium or light labour. — Total on hard labour				
..				
..				
..				
..				
Total on medium or light labour ..				
Grand Total on Manufactures ..				
Total number of female convicts under sentence of labour on working days				
Total number of female convicts present on Sundays and holidays, including those in hospital and infirm				
Grand Total of Female Convicts				
Deduct prisoners included above released in the afternoon .				
Total of female convicts to agree with Abstract Register No 14 after deducting simple imprisonment . ..				
Grand Total of all convicts				
Initials of Jailor ..				
Initials of Superintendent ..				

*To include only bhisties, wood-cleavers, hospital attendants, barbers, dhobies, and lamp-lighters and †i.e., Dal-grinding, manufacturing of jail clothing, etc.

Days of the month.											
21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	Total.

no others, without the special sanction of the Inspector-General of Prisons.

West Bengal Jail Register No. 6.
West Bengal Form No. 4983.

Register of Convicted Prisoners admitted into

Date of admission. (Enter in red ink if P. R. P. R./565, P R/T. or P R T /565 or if "undentified")	Description of prisoner							Particulars of				
	Jail number and class	Name of prisoner, and his father's or her husband's name	Age and sex	Nationality and religion	Previous occupation, and state of education on admission	Residence Village, police-station, district	Height, complexion, and personal appearance or peculiarities If prisoner has been measured anthropometrically, the measurements shall be here entered	Number in Under-trial Register if transferred from under-trial ward	Crime established on conviction, with section of Penal Code or other Law	Sentencing authority	Date of sentence.	Nature of sentence (stating the amount of fine and alternative imprisonment awarded) The payment of fine or portion of it, and consequent reduction of alternative imprisonment should be recorded here.
1	2	3	4	5	6	7	8	9	10	11	12	13
							Height Complexion					

the..... ..Jail during the year 19

Sentence, etc					If received by transfer from other Jail or Subsidiary Jail			Character							
Period			Date on which to be released	If appealed result and date of receipt of intimation thereof	From which jail or subsidiary jail	Why transferred	Serial number in register of former jail	Previous convictions as far as ascertained Date Offence Sentence Court by which sentenced and which district	Health and weight on admission and previous ailments if ascertained Whether vaccinated, inoculated or had small pox Class of labour for which passed—hard medium or light See Rule 507	State of health and weight on discharge or removal from the jail See Rule 571	Private property received with the prisoner	Initial or thumb impression of prisoner receiving back the property	How disposed of—released transferred, or died give date Remission granted, If any to be entered at time of release	Initials of Superintendent and Jailor
14			15	16	17	18	19	20	21	22	23	24	25	26
Y.	M	D						1st 2nd 3rd 4th 5th 6th By whom identified Previous character Conduct in jail present sentence	Health Weight Labour				Remission	

West Bengal Jail Register No. 7.
West Bengal Form. No. 4984.

Alphabetical Register of Convicted Prisoners.

Initial Letters

Name of prisoner (and *alias* if any).	Father's or husband's name.	Date of admission.	Prisoner's No. in the Admission Register.

Register of undertrial Prisoners in the Jail

West Bengal Jail Register No. 8.
West Bengal Form No. 4985.

Register of Under-trial Prisoners in the Jail a

1	2	3	4	5	6	7	8	9	10
Register number of prisoner.	Date of admission.	Name of prisoner with father's or husband's name.	Sex and age.	Nationality and religion.	Residence (village, police-station, district.)	Height, personal peculiarities and marks	If received by transfer, jail or district from which received and cause for transfer.	By whom committed for trial.	Offence charged with Act and Section thereof, or circumstances and cause of detention.	Number and date of warrant or commitment.

for the year 19 ,

11	12		13	14	15		16	17	18	19	20	21
Date on which prisoner is to be produced, also subsequent dates remanded.	Health and weight.		Authority for and cause of discharge.	Date of discharge.	Duration of imprisonment in under-trial wards.		Serial number in Admission Register of convicted prisoners if transferred to convicted prisoners, department with number of register and page thereof in which entered.	Private property received with the prisoner.	Initial or thumb impression of prisoner receiving back the property.	Initials of Jailor certifying correctness of entry.	Initials of Superintendent establishing correctness of the register.	General Remarks.
	On admission.	On discharge.			M.	D.						

West Bengal Jail Register No. 8A
West Bengal Form No. 4985A

DATE.....

Diary for the Production of Undertrial Prisoners in Courts,

Serial No.	Register No.	Name of the prisoner.	Father's or husband's name	Court where to be produced.
1	2	3	4	5

Signature of Jail Officer-in-Charge of Court Prisoners.

N.B.— Entries in Column 6 shall be initialled by the Jail

.....19..

from.....Jail/Sub-Jail

If to be brought back, state the reasons (e.g., "Convict", "Other cases pending" etc.)	If not produced in court, state the reason (e.g., "Sick" etc.).	Next date of production.	How disposed of (e.g "Convicted", "Not back from Court" etc	Remarks.
6	7	8	9	10

Signature of Officer-in-Charge of Police Escort Party, in acknowledgement.

Officer on return of the prisoners concerned from the Court.

West Bengal Jail Register No. 9.
West Bengal Form No. 4986.

Register of civil prisoners admitted into, and discharged from, the Civil Jail

1	2	3	4	5	6	7	8	9	10	11	12
Register No of prisoner	Date of admission	Name of prisoner with father's or husband's name	Sex and age	Nationality and religion,	Occupation prior to imprisonment and state of education	Residence—village police-station and district	Height personal peculiarities and marks	Name of detaining creditor, and amount of claim or of prosecutor and cause of detention	Number and date of warrant for which to be imprisoned No Date Period	Sentencing authority	Date of expiration of period of imprisonment ordered, and actual date of release Date of expiration of term ordered Date of release —

at....., during the year 19 .

13	14		15	16										17	18	19	20
				Account of diet-money received and disbursed													
Authority for, and cause of, release.	Duration of imprisonment		Health and weight on admission and release	Daily diet-money allowance granted	Amounts received				Disbursed each month as per cash-book				If any balance after prisoner's release, note here amount and how disposed of	Property supplied by party	Initial or thumb impression of prisoner receiving back the property	Initials of Jailor certifying correctness of entries	Initials of Superintendent of Jail establishing correctness of this Register.
	M	D			Date of receipt	Receipt No Miscellaneous Form No 32	Amount Rs.	Amount P	Month	No of days in each month for which the daily allowance is disbursed	Amount disbursed Rs	Amount disbursed P					

West Bengal Jail Register No. 10.
West Bengal Form No. 4987.

JUNE 30, 19

Release Diary of convicted and civil prisoners in the Jail at——————

Serial number for release this day.	Register number of prisoner in the Register of admissions.	Name of prisoner, with father's or husband's name.	Date of imprisonment	Period of imprisonment	Cause of discharge, if transferred, the Jail or Subsidiary Jail to which transferred, and the cause of transfer, to be noted	Note whether a Convict Overseer or Watchman.	Age, health and weight on admission.	Health and weight on discharge.	Subsistence allowance given on release	Initials of the Jailor and initials or thumb impression of the prisoner.	Initials of Supdt., of Jail certifying to the discharge on proper date.

West Bengal Jail Register No. 10.
West Bengal Form No. 4988.

DECEMBER 28, 19

Release Diary of convicted and civil prisoners in the Jail at——————

Serial number for release this day.	Register number of prisoner in the Register of admissions.	Name of prisoner with father's or husband's name.	Date of imprisonment	Period of imprisonment.	Cause of discharge; if transferred, the Jail or Subsidiary Jail to which transferred, and the cause of transfer, to be noted.	Note whether a Convict Overseer. or Watchman.	Age, health and weight on admission	Health and weight on discharge.	Subsistence allowance given on release.	Initials of the Jailor and initials or thumb impression of the prisoner.	Initials of Supdt., of Jail certifying to the discharge on proper date.

West Bengal Jail Register No. 10.
West Bengal Form No. 4989.

DECEMBER 31, 19

Release Diary of convicted and civil prisoners in the Jail at——————

Serial number for release this day	Register number of prisoner in the Register of admissions	Name of prisoner, with father's or husband's name	Date of imprisonment	Period of imprisonment	Cause of discharge if transferred, the Jail or Subsidiary Jail to which transferred and the cause of transfer, to be noted	Note whether a Convict Overseer or Watchman	Age health and weight on admission	Health and weight on discharge	Subsistence allowance given on release	Initials of the Jailor and initials or thumb impression of the prisoner	Initials of Supdt. of Jail certifying to the discharge on proper date.

West Bengal Jail Register No. 12.
West Bengal Form No. 4991.

Lock-up Register of all Classes of Prisoners in the Jail at for the month of 19

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Names and numbers by which the wards are known, and class of prisoners therein.																				Total.	Initials of Jailer.	Initials of Superintendent.
Numbers the wards are capable of containing at the sanctioned rate of square metre and cubic metre per head.																						

Numbers in the wards each night

Date																							
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
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28																							
29																							
30																							
31																							

West Bengal Jail Register No. 14

West Bengal Jail Register No. 14.
West Bengal Form No. 4993.

Daily Abstract of all Classes of Prisoners in the

Dates of the month.	1st		2nd		3rd.	
	M.	F.	M.	F.	M.	F.
Civil Prisoners.						
Remained from yesterday						
Admitted direct from Court ..						
Admitted by transfer from other jails ..						
Admitted by transfer from subsidiary jails						
Admitted in transit on their way to other jails or subsidiary jails.						
Total ..						
Released						
Transferred						
Escaped						
Died						
Total discharged from all causes ..						
A.—Balance, number of civil prisoners at lock-up time.						
Under-trial Prisoners.						
Remained from yesterday ..						
Admitted direct from Court ..						
Re-admitted from bail or after transfer to give evidence, etc. to Magistrate's camp, or to Police custody for enquiry, or other cause.						
Received from other jails ..						
Received from subsidiary jails ..						
Received temporarily in transit .						
Total .						
Released on acquittal, etc.						
Released on bail, or sent to Magistrate's camp, or transferred to give evidence, etc., or to Police custody for enquiry, or other cause.						
Sentenced to be fined and released ..						
Convicted and transferred to convict wards						
Transferred to other jails ..						
Transferred to Subsidiary jails ..						
Transferred to Mental Hospital ..						
Escaped						
Died						
Total discharged from all causes ..						
B.—Balance, number of under-trial prisoners at lock-up time :—						
(a) Division I						
(b) Division II						

Jail for the month of 19

4th.		5th.		6th.		7th.		8th.	
M.	F.	M.	F.	M.	F.	M.	F.	M.	

Dates of the month	9th.		10th		11th.	
	M	F.	M.	F.	M	F
Civil Prisoners.						
Remained from yesterday						
Admitted direct from Court						
Admitted by transfer from other jails						
Admitted by transfer from subsidiary jails						
Admitted in transit on their way to other jails or subsidiary jails						
Total						
Released						
Transferred						
Escaped						
Died						
Total discharged from all causes						
A —Balance, number of civil prisoners at lock up time						
Under trial Prisoners						
Remained from yesterday						
Admitted direct from Court						
Re admitted from bail or after transfer to give evidence etc to Magistrate's camp, or to Police custody for enquiry, or other cause						
Received from other jails						
Received from subsidiary jails						
Received temporarily in transit						
Total						
Released on acquittal etc						
Released on bail or sent to Magistrate's camp or transferred to give evidence, etc or to Police custody for enquiry, or other cause						
Sentanced to be fined and released						
Convicted and transferred to convict wards						
Transferred to other jails						
Transferred to Subsidiary jails						
Transferred to Mental Hospital						
Escaped						
Died						
Total discharged from all causes						
B — Balance, number of under-trial prisoners at lock-up time —						
(a) Division I						
(b) Division II						

12th.		13th.		14th.		15th.		16th.	
M.	F.	M.	F.	M.	F.	M.	F.	M.	F.

Dates of the month.	17th.		18th.		19th.	
	M.	F.	M.	F.	M.	F.
Civil Prisoners.						
Remained from yesterday ..						
Admitted direct from Court .. .						
Admitted by transfer from other jails ..						
Admitted by transfer from subsidiary jails						
Admitted in transit on their way to other jails or subsidiary jails						
Total ..						
Released						
Transferred						
Escaped						
Died						
Total discharged from all causes .						
A.—Balance, number of civil prisoners at lock-up time						
Under-trial Prisoners.						
Remained from yesterday ..						
Admitted direct from Court . .						
Re-admitted from bail or after transfer to give evidence, etc. to Magistrate's camp, or to Police custody for enquiry, or other cause						
Received from other jails . ..						
Received from subsidiary jails ..						
Received temporarily in transit .						
Total ..						
Released on acquittal, etc.						
Released on bail, or sent to Magistrate's camp, or transferred to give evidence, etc., or to Police custody for enquiry, or other cause						
Sentenced to be fined and released ..						
Convicted and transferred to convict wards						
Transferred to other jails						
Transferred to Subsidiary jails ..						
Transferred to Mental Hospital ..						
Escaped						
Died						
Total discharged from all causes ..						
B.—Balance, number of under-trial prisoners at lock-up time :—						
(a) Division I						
(b) Division II						

20th.		21st.		22nd.		23rd.		24th.	
M.	F.	M.	F.	M.	F.	M.	F.	M.	F.

Dates of the month.	25th.		26th.		27th.	
	M	F.	M.	F.	M.	F.
Civil Prisoners.						
Remained from yesterday						
Admitted direct from Court						
Admitted by transfer from other jails						
Admitted by transfer from subsidiary jails..						
Admitted in transit on their way to other jails or subsidiary jails ..						
Total ..						
Released ..						
Transferred ..						
Escaped .						
Died ..						
Total discharged from all causes ..						
A.—Balance, number of civil prisoners at lock-up time .						
Under-trial Prisoners.						
Remained from yesterday ..						
Admitted direct from Court ..						
Re-admitted from bail or after transfer to give evidence, etc. to Magistrate's camp, or to Police custody for enquiry, or other cause						
Received from other jails						
Received from subsidiary jails ..						
Received temporarily in transit ..						
Total .						
Released on acquittal, etc. . ..						
Released on bail, or sent to Magistrate's camp, or transferred to give evidence, etc., or to Police custody for enquiry, or other cause ..						
Sentenced to be fined and released ..						
Convicted and transferred to convict wards						
Transferred to other jails ..						
Transferred to Subsidiary jails ..						
Transferred to Mental Hospital ..						
Escaped						
Died						
Total discharged from all causes ..						
B.—Balance, number of under-trial prisoners at lock-up time :—						
(a) Division I						
(b) Division II						

28th		29th.		30th.		31st.		Total	
M.	F.	M.	F	M.	F	M	F.	M	F.

Dates of the month	1st.		2nd.		3rd.	
	M.	F.	M.	F.	M.	F.
Convicted Prisoners.						
1. Remained from yesterday						
2. Admitted from freedom direct from Court ..						
2. Admitted from under-trial wards ..						
3. Re-admitted after release on bail						
3. Re-admitted after re-capture ..						
3. Re-admitted from Mental Hospital to complete term of imprisonment						
4. Admitted from other jails in the State ..						
4. Admitted from subsidiary jails						
4. Admitted from Jails outside the State						
4. Received in transit en route for jails — From Jails in the State						
4. Received in transit en route for jails — " " outside the State						
5. Total						
6. Transferred to other jails of the State						
6. Transferred to subsidiary jails ..						
6. Transferred to Reformatory School						
6. Transferred to other States						
6. Despatched in transit						
7. Released on bail ..						
7. " on appeal ..						
7. " on expiry of sentence (including those released on furnishing security)						
7. Released on payment of fine						
7. Released under the remission system						
7. By order of Government before completion of sentence — On account of sickness, etc.						
7. By order of Government before completion of sentence — Under special orders of Government						
8. Transferred to Mental Hospital ..						
9. Escaped ..						
10. Executed						
11. Died, including releases under Rules e g on account of sickness etc.						
12. Total discharged from all causes ..						
C.—Balance, number of convicted prisoners at lock-up time.						
(a) Division I ..						
(b) Division II						
(c) Division III						
Number of prisoners sentenced to simple imprisonment including above						
Number of prisoners of all classes at lock up time, total of entries A, B and C						
Of whom in Hospital including above ..						
D. Non criminal lunatics under observation by order of Magistrate not included above						
E.—Recovered criminal lunatics detained during the pleasure of Government not included above						
F.—Children received with their mother not included above						
Initials of Jailor						

4th.		5th.		6th		7th		8th.	
M.	F.	M.	F.	M.	F.	M.	F	M.	F.

Dates of the month.	9th.		10th.		11th.	
	M.	F.	M.	F.	M	F.
Convicted Prisoners.						
1. Remained from yesterday .						
2. Admitted from freedom direct from Court ..						
2. Admitted from under-trial wards ..						
3. Re-admitted after release on bail ..						
3. Re-admitted after re capture ..						
3. Re-admitted from Mental Hospital to complete term of imprisonment ..						
4. Admitted from other jail in the State ..						
4. ,, ,, Subsidiary jail ..						
4. ,, ,, Jail outside the State						
4. Received in transit en-route for jails — From jails in the State ..						
4. ,, ,, outside the State ..						
5. Total ..						
6. Transferred to other jails of the State						
6. ,, Subsidiary jails ..						
6. ,, Reformatory School ..						
6. ,, other States ..						
6. Despatched in transit ..						
7. Released on bail ..						
7. ,, on appeal ..						
7. ,, on expiry of sentence (including those released on furnishing security) ..						
7. Released on payment of fine .						
7. Under the remission system ..						
7. By order of Government before completion of sentence. On account of sickness, etc. .						
7. By order of Government before completion of sentence. Under special orders of Government						
8. Transferred to Mental Hospital .						
9. Escaped . .						
10. Executed						
11. Died, including releases under Rules e g on account of sickness etc.						
12. Total discharged from all causes						
C.—Balance, number of convicted prisoners at lock-up time —						
(a) Division I .. .						
(b) Division II						
(c) Division III . ..						
Number of prisoners sentenced to simple imprisonment including above ..						
Number of prisoners of all classes at lock-up time, total of entries A, B and C ..						
Of whom in Hospital including above ..						
D.—Non-criminal lunatics under observation by order of Magistrate not included above						
E.—Recovered criminal lunatics detained during the pleasure of Government not included above						
—Children received with their mother not included above						
Initials of Jailor						

12th.		13th.		14th		15th.		16th.	
M.	F.	M.	F.	M.	F	M.	F.	M.	F.

Dates of the month.	17th.		18th.		19th.	
	M.	F.	M.	F.	M.	F.
Convicted Prisoners.						
1. Remained from yesterday						
2. Admitted from freedom direct from Court						
2. Admitted from under-trial wards ..						
3. Re-admitted after release on bail ..						
3. Re-admitted after re-capture ..						
3. Re-admitted from Mental Hospital to complete term of imprisonment ..						
4. Admitted from other jails in the State						
4. Admitted from Subsidiary jails ..						
4. Admitted from Jails outside the State						
4. Received in transit en-route for jails. From jails in the State ..						
4. Received in transit en-route for jails. From jails outside the State ..						
5. Total ..						
6. Transferred to other jails of the State						
6. Transferred to subsidiary jails ..						
6. Transferred to Reformatory School ..						
6. Transferred to other States ..						
6. Despatched in transit						
7. Released on bail						
7. Released on appeal						
7. Released on expiry of sentence (including those released on furnishing security) ..						
7. Released on payment of fine ..						
7. Under the remission system ..						
7. By order of Government before completion of sentence. On account of sickness, etc.						
7. By order of Government before completion of sentence. Under special orders of Government.						
8. Transferred to Mental Hospital ..						
9. Escaped						
10. Executed						
11. Died, including releases under Rules e.g., on account of sickness etc.						
12. Total discharged from all causes						
C.—Balance, number of convicted prisoners at lock-up time:—						
(a) Division I						
(b) Division II						
(c) Division III						
Number of prisoners sentenced to simple imprisonment including above: ..						
Number of prisoners of all classes at lock-up time, total of entries A, B and C ..						
Of whom in Hospital including above ..						
D.—Non-criminal lunatics under observation by order of Magistrate not included above						
E.—Recovered criminal lunatics detained during the pleasure of Government not included above						
F.—Children received with their mother not included above						

Initials of Jailor

20th.		21st.		22nd.		23rd.		24th.	
M.	F.	M.	F.	M.	F.	M.	F.	M.	F.

Dates of the month.	25th.		26th.		27th.	
	M.	F.	M.	F.	M.	F.
Convicted Prisoners.						
1. Remained from yesterday . .						
2. Admitted from freedom direct from Court . .						
2. Admitted from under-trial wards						
3. Re-admitted after release on bail . .						
3. Re-admitted after re-capture . .						
3. Re-admitted from Mental Hospital to complete term of imprisonment . .						
4. Admitted from other jails in the State						
4. Admitted from Subsidiary jails . .						
4. Admitted from Jails outside the State						
4. Received in transit en-route for jails. From jails in the State.						
4. Received in transit en-route for jails. " " outside the State.						
5. Total . .						
6. Transferred to other jails of the State						
6. Transferred to subsidiary jails . .						
6. Transferred to Reformatory School . .						
6. Transferrred to other States . .						
6. Despatched in transit						
7. Released on bail						
7. Released on appeal						
7. Released on expiry of sentence (including those released on furnishing security) . .						
7. Released on payment of fine . .						
7. Under the remission system . .						
7. By order of Government before completion of sentence. On account of sickness, etc.						
7. By order of Government before completion of sentence. Under special orders of Government.						
8. Transferred to Mental Hospital . .						
9. Escaped						
10. Executed						
11. Died, including releases under Rules e.g.: on account of sickness etc.						
12. Total discharged from all causes						
C.—Balance, number of convicted prisoners at lock-up time:—						
(a) Division I						
(b) Division II						
(c) Division III . .						
Number of prisoners sentenced to simple imprisonment including above: . .						
Number of prisoners of all classes at lock-up time, total of entries A, B and C . .						
Of whom in Hospital including above . .						
D.—Non-criminal lunatics under observation by order of Magistrate not included above						
E.—Recovered criminal lunatics detained during the pleasure of Government not included above						
F.—Children received with their mother not included above						
Initials of Jailor						

28th.		29th.		30th.		31st.		Total.	
M.	F.	M.	F	M.	F.	M.	F.	M.	F.

West Bengal Jail Register No. 18.

West Bengal Form No. 4996.

REMISSION CARD OF CONVICT No. | | Class.

Name

Sentence.	Y	M	D	Date of sentence——19
				Date of Expiry——19

If received by transfer—Date of Admission to this Jail ——19

Quarter.	Ordinary Remission.	Special Remission: Under Jail Code Rules.	Special Remission: Other special remissions.	Forfeited (if any).	Total.	Grand Total. Days.	Date of release after deducting remission earned*	Initial of entering officer.
Mark up to 21-12-19 ——days——						Brought forward		
19								
1st								
2nd								
3rd								
4th								
19								
1st								
2nd								
3rd								
4th								
19								
1st								
2nd								
3rd								
4th								
19								
1st								
2nd								
3rd								
4th								
Total								

*This column need not be maintained until the beginning of the last year of incarceration.

NOTE (1).—Remission cards are to be arranged in series according to the register numbers.

NOTE (2).—This card is never to pass into the hands of a convict the receptacle in which it is kept must be securely locked.

REMISSION CARD—*contd.*

Quarter.	Ordinary Remission.	Special Remission: Under Jail Code Rules.	Special Remission: Other special remissions.	Forfeited (if any).	Total.	Grand Total. Days.	Date of release after deducting remission earned*	Initial of entering officer
Brought forward								
19								
1st								
2nd								
3rd								
4th								
19								
1st								
2nd								
3rd								
4th								
19								
1st								
2nd								
3rd								
4th								
19								
1st								
2nd								
3rd								
4th								

*This column need not be maintained until the beginning of the last year of incarceration

TO BE FILLED UP ON RELEASE.

Certificate.

I certify that this statement of remission is correct.

Jailor.

Date of expiry=	Day.	Month.	Year.
Deduct remission earned=	Days.	Months.	Years.
Date of release=	Day.	Month.	Year.

THE——————JAIL.

The——————19 *Superintendent.*

West Bengal Jail Register No. 19.

West Bengal Form No. 4997.

Register of Punishments inflicted on prisoners in the_____Jail, during the year 19 .

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Serial No. for the year of prisoners punished.	Serial No. for the month of prisoners punished.	Date of infliction of punishment.	Register No. of prisoner in Admission Register and class.	Name of prisoner. *(If the prisoner is a convict officer his grade shall be stated here.)*	Age and sex.	Offence for which punished.	Whether the offence is "serious" or "minor." *(If an offence classed as "minor" is punished with a punishment classed as "major", the reason should be stated.)*	Evidence of the offence *(In the case of every "serious" offence the names of the witnesses proving the offence shall be recorded.*	How many previous offences, quoting the date of last offence and serial number	If formally warned only.	Punishments awarded. *(Full details should be given of the nature of the punishment and the term for which ordered. Judicial punishments should be entered in red ink.*	Certificate of Medical Officer if separate confinement is awarded, showing present health of prisoner, his physical condition and fitness for bearing the punishment awarded. *(To be recorded by the Medical Officer himself.)*	Initials of Jailor.	Initials of Superintendent of Jail.

West Bengal Jail Register No. 20.

West Bengal Form No. 4998.

DIARY OF TERMINATION OF JAIL PUNISHMENTS.

Jail at_____

Prisoners whose punishment will terminate. on the day of 19			Prisoners whose punishment will terminate. on the day of 19		
Register No. of prisoner punished.	Name of prisoner.	Punishment awarded and term thereof.	Register No. of prisoner punished.	Name of prisoner	Punishment awarded and term thereof.

West Bengal Jail Register No. 24.
West Bengal Form No. 4999.

Gate Register of the ———— —Jail for the year 19

A—Persons.

————Day, the————of————19 .

Hour and minute of opening gate.	Person entering the jail.	Person leaving the jail.	Hour and minute of opening gate.	Person entering the jail.	Person leaving the jail.

West Bengal Jail Register No. 25.
West Bengal Form No. 5000.

Gate Register of Articles passing in or out (to be written by the Gate Warder in Charge at the time) of the ——— Jail

——— day, the ——— ——— 19 .

1	2	3	4	5	6	7	8
Hour and minute of passing in or out.	Names of articles passed in	Number or quantity	Names of articles passed out	Number or quantity	If passed in, by whom passed in and from whom received, or if passed out, with whom passed out, and if sold, to whom sold	If sold for *cash*, amount received If sold for *credit*, the word credit' to be entered	Page of entry in Register No 33 or 41 in regard to supplies received Page of entry in Register No 42 in case of articles sold.

West Bengal Jail Register No. 26. [To be kept in manuscript.]

The——————————Jail,

Serial number of death for the year 19 .

Register No. and class.	Name.
Nationality, Religion and Sex	Native district.
Crime with section.	Sentence.
Date of sentence.	Recorded on first admission. Height Weight Age. Health. Labour.

Particulars of admissions to Hospital or Hospital gangs

Date of admission	Hospital or gang	Date of discharge	Cause of admission.	Result.

When last seen by the Medical Subordinate. ——————————19 .

Hour and date of death. ——————————19 .

BRIEF CLINICAL HISTORY OF CASE.

POST MORTEM EXAMINATION.

held at (time). *on (date)* *19 .*

External Examination—	
Weight of body.	
How nourished	
Peculiarities of hair, teeth, scars, etc.	
Rigor mortis	
Hypostasis.	
Decomposition.	
Marks of external violence	

POST MORTEM EXAMINATION—*continued.*

Organ	Weight of organs in grams.	Remarks.

Conclusions and cause of death—

Dated——————————.
The——————————Jail.

Medical Officer.

Record of subsequent Pathological or Medico-Legal Examination.

Dated——————————19

Medical Officer.

[*Foolscap broadside.*]

West Bengal Jail Register No. 27.
West Bengal Form Nos. 5001, 5002 and 5003.

Hospital Register and Register of Death

Serial number of admission into hospital.	Date on which prisoner first complained of illness or was observed to be ill.	Date of admission into hospital and date on which the Medical Officer was first informed of the illness.	Name of prisoner and his number in Admission Register.	District in which convicted.	Class of prisoner whether civil, under-trial or convicted.	Sex, age and religion.	Disease for which admitted into hospital. (*In accordance with the prescribed nomenclature of diseases*).			Result of treatment—whether discharged cured, remanded to Jail, placed in convalescent gang, released (with cause of release) or died, also date of discharge or death.	Period in hospital.	Period in convalescent gang.
							Class.	Number.	Specific disease.		Y. M. D.	Y. M. D.
		Date of admission.										
		Date when Medical Officer was first informed of his illness										

Jail at.....for the year 19....

Employment during imprisonment (if sentenced to labour) State particularly on what labour, if any, prisoner was employed on date when he first complained of illness, or was observed to be ill.		PARTICULARS IF PRISONER DIES.														
		Period to which sentenced and duration of imprisonment on date of decease	Date of admission into this jail and state of health on admission (*To be copied from Admission Register*)	Scale of diet on which the prisoner was dieted on the day he first complained of illness or was observed to be ill.	AILMENTS IN JAIL PREVIOUS TO DECEASE AND DURATION THEREOF.							Day and hour when deceased prisoner was last seen before his death by the Medical Officer or Medical Subordinate	Reference to page in *post mortem* register, and any special remarks that appear to be required	Initials of Medical Officer
						DISEASES. (*In accordance with the prescribed nomenclature of diseases*)			Period.					
Date	Description				Date	Class	Number	Specific disease	Y	M	D			
		Period of sentence Y M D												
		Duration of imprisonment on date of disease. Y M D												

West Bengal Jail Register No. 28.
West Bengal Form No. 5004.

Hospital roll of sick diet, extras, locally purchased {medicines} and miscellaneous articles of the jail at.....

for the month of.....19....

Part I	1st.		2nd.		3rd.		4th.		5th.		6th.		7th.		8th.		9th.		10th.		11th.		12th.	
	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.
Prisoners in hospital every day. { Civil prisoners ..																								
Under-trial prisoners ..																								
Convicts—Simple imprisonment.																								
Convicts—Rigorous ditto																								
Total ..																								
Prisoners under observation in observation ward or cell.																								
Prisoners (not in hospital) getting extra diet by Medical Officer's orders.																								
Total receiving hospital diets and extras.																								

DIET ISSUED FOR THE ABOVE PRISONERS : NUMBER OF PRISONERS DIETED IN EACH SCALE.

Details of diet																								
Full diet																								
Non-labouring diet ..																								
Sago diet																								
Observation diet																								
Sick diet																								
Total ..																								
Morning meal ..																								

NUMBER WEIGHT OR QUANTITY ISSUED DAILY.

Daily sick diet order	
Rice fine ..	Gram.
Rice (ordinary) .	,,
Soojee .. .	,,
Atta	,,
Myda	,,
Dal .	,,
Do. . ..	,,
Gram .	,,
Molasses ..	,,
Vegetables { Market	,,
Vegetables { Garden	,,
Vegetables { Potatoes	,,
Milk ..	,,
Dahi	,,
Ghee .. .	,,
Butter . .	,,
Butter milk ..	,,
Tea	,,
Coffee	,,
Salt	,,
Bread	,,
Eggs .. .	,,
Fowls	,,
Fish .. .	,,
Mutton .. .	,,
Barley .	,,
Arrowroot .	,,
Sago ..	,,
Condiments and antiscorbutics.	,,
Tamarind ..	,,
Turmeric ..	,,
Chillies	,,
Coriander ..	,,
Onion . ..	,
Garlic .. .	,
Lime .. .	,
Anchus ..	,,
Mustard oil .	,,
Firewood	,,
Coal .. .	,,
Daily extras important locally purchased medicines expended and miscellaneous articles ..	
..	
..	
..	

West Bengal Jail Register No. 28—*contd.*

West Bengal Form No. 5004—*contd.*

Hospital Roll of sick diet, extras, locally purchased medicines and miscellaneous articles of the jail at.....for the month of..... .....19 .—*contd.*

	13th.		14th.		15th		16th.		17th.		18th.		19th.		20th.		21st.		22nd.		23rd.		24th.	
	M.	F.	M.	F.	M.	F.	M.	F.	M	F.	M	F.	M.	F.	M.	F.	M.	F.	M	F.	M.	F.	M.	F.
Prisoners in Hospital every day. — Civil prisoners ..																								
Under-trial prisoners ..																								
Convicts—Simple imprisonment.																								
Convicts—Rigorous ditto																								
Total ..																								
Prisoners under observation in observation ward or cell.																								
Prisoners (not in hospital) getting extra diet by Medical Officer's orders.																								
Total receiving hospital diets and extras.																								

DIET ISSUED FOR THE ABOVE PRISONERS, NUMBER OF PRISONERS DIETED IN EACH SCALE.

Details of diets.																								
Full diet																								
Non-labouring diet ..																								
Sago diet																								
Observation diet																								
Sick diet																								
Total ..																								
Morning meal																								

NUMBER, WEIGHT OR QUANTITY ISSUED DAILY.

Daily Sick diet order													
Rice (fine) ..	Gram.												
Rice (ordinary) ..	"												
Soojee	"												
Atta													
Myda	"												
Dal ..	"												
Do.	"												
Gram	"												
Molasses ..	"												
Vegetables { Market	"												
Vegetables { Garden	"												
Vegetables { Potatoes	"												
Milk	"												
Dahi ..	"												
Ghee	"												
Butter	"												
Butter-milk ..	"												
Tea	"												
Coffee	"												
Salt	"												
Bread	"												
Eggs	"												
Fowls	"												
Fish	"												
Mutton	"												
Barley	"												
Arrowroot ..	"												
Sago	"												
Condiments and antiscorbutics.	"												
Tamarind ..	"												
Turmeric ..	"												
Chillies	"												
Coriander ..	"												
Onion	"												
Garlic	"												
Lime	"												
Amchur ..	"												
Mustard oil ..	"												
Firewood ..	"												
Coal	"												
Daily extras, important locally purchased medicines expended, and miscellaneous articles.													
..													
..													
..													

West Bengal Jail Register No. 28—*contd.*

West Bengal Form No. 5004—*contd.*

Hospital roll of sick diet, extras, locally purchased medicines and miscellaneous articles of the jail at.....for the month of..... 19 .—*contd.*

	25th.		26th.		27th.		28th.		29th.		30th.		31st.		Total.		Rate	Value.	Initials of Medical Subordinate.	Initials of Medical Officer.	Remarks.
	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.					
Prisoners in Hospital every day. Civil prisoners ..																					
Under-trial prisoners ..																					
Convicts—Simple imprisonment.																					
Convicts—Rigorous ditto																					
Total ..																					
Prisoners under observation in observation ward or cell.																					
Prisoners (not in hospital) getting extra diet by Medical Officer's orders.																					
Total receiving hospital diets and extras.																					

DIET ISSUED FOR THE ABOVE PRISONERS ; NUMBER OF PRISONERS DIETED IN EACH SCALE.

Details of diets.																					
Full diet																					
Non-labouring diet ..																					
Sago diet																					
Observation diet																					
Sick diet .. .																					
Total ..																					
Morning meal																					

NUMBER, WEIGHT OR QUANTITY ISSUED DAILY

Daily sick diet order.														
Rice fine	Gram.													
Rice (ordinary) ..	.. ,,													
Soojee	.. ,,													
Atta	.. ,,													
Myda	.. ,,													
Dal	.. ,,													
Do.	.. ,,													
Gram	.. ,,													
Molasses	.. ,,													
Vegetables { Market ..	,,													
Vegetables { Garden ..	,,													
Vegetables { Potatoes	,,													
Milk	.. ,,													
Dahl .. .	,,													
Ghee	.. ,,													
Butter .. .	,,													
Butter milk .. .	,,													
Tea	.. ,,													
Coffee	.. ,,													
Salt	.. ,,													
Bread	.. ,,													
Eggs	.. ,,													
Fowls	.. ,,													
Fish .. .	,,													
Mutton	.. ,,													
Barley	.. ,,													
Arrowroot	.. ,,													
Sago .. .	,,													
Condiments and antiscorbutics	,,													
Tamarind .. .	,,													
Turmeric	.. ,,													
Chillies	.. ,,													
Coriander	.. ,,													
Onion	.. ,,													
Garlic	.. ,,													
Lime .. .	,,													
Amchur	.. ,,													
Mustard oil	,,													
Firewood	.. ,,													
Coal	.. ,,													
										Total ..				
Daily extras, important locally purchased medicines expended and miscellaneous articles.														
..														
..														
..														
..														

Average per sick prisoner.

West Bengal Jail Register No. 28—*contd.*

West Bengal Form No. 5004—*contd.*

Monthly stock account of the purchase and expenditure of locally purchased medicines, miscellaneous articles, and sick diet and extras.

Part II.		Locally purchased medicines.																										
		Alum.	Asafœtida.	Aniseed.	Black salt.	Bael fruit.	Borax.	Brandy.	Camphor.	Cardamums.	Cinamon.	Cloves.	Coriander.	Catechu—*kut.*	Cherta.	Chalk.	Carrawny.	Flour for poultices.	Esafgul.	Ginger.	Honey.	Kuthuringa.	Kalmdana.	Linseed.	Leeches.	Lemons.	Lemon juice.	Limes.
Remained from last month	Quantity																											
	Value ..																											
Purchased as per order of Medical Officer filed*.	Quantity																											
	Rate ..																											
	Value ..																											
Expended in regard to locally purchased medicines and miscellaneous articles, and as per details above in regard to sick diet and extras.	Quantity.																											
Remaining in hand at the close of the month.	Quantity																											
	Value ..																											

*The order to purchase these articles should be given in writing by the Medical Officer, and these orders should be filed. The Medical Officer in signing the bill drawn up from this account should compare his orders with the bill and this register, and satisfy himself of the correctness of the bill. He should also write the word "cancelled" upon all his orders, the details of which have been entered in this register and the amounts billed for. Items such as vegetables, milk, dahi, bael, limes, etc., supplied from jail land should be entered in red ink.

West Bengal Form No 3004—*contd*

Monthly stock account of the purchase and expenditure of locally purchased medicines, miscellaneous articles, and sick diet and extras.

Part II

		Mustard	Mustard oil	Linseed oil	Cocoanut oil	Castor oil	Opium	Port	Brandy	Rum	Soap (*country*)	Suet	Senna	Sulphur	Sherry	Vinegar	Wax	Miscellaneous articles: Bottles	Baskets	Cloth for dressings and bandages	Charcoal	Flannel
Remained from last month	Quantity																					
	Value																					
Purchased as per order of Medical Officer filed*	Quantity																					
	Rate																					
	Value																					
Expended in regard to locally purchased medicines and miscellaneous articles and as per details above in regard to sick diet and extras	Quantity																					
Remaining in hand at the close of the month	Quantity																					
	Value																					

*The order to purchase these articles should be given in writing by the Medical Officer, and these orders should be filed The Medical Officer in signing the bill drawn up from this account should compare his orders with the bill and this register and satisfy himself of the correctness of the bill He should also write the word "cancelled" upon all his orders the details of which have been entered in this register and the amounts billed for Items such as vegetables milk, dahi bael, limes, etc, supplied from jail land should be entered in red ink

West Bengal Jail Register No. 28—*contd.*

West Bengal Form No. 5004—*contd.*

Monthly stock account of the purchase and expenditure of locally purchased medicines, miscellaneous articles, and sick diet and extras.

Part II.

		Paper (*country*)	Phials.	Tape.							Sick diet and extras, as per details above, exclusive of articles supplied from the jail																	
											Rice (*fine*).	Rice (*ordinary*).	Soojee.	Atta.	Myda.	Ghee.	Milk	Dahi.	Tea	Coffee.	Sugar.	Salt.	Bread.	Butter.	Butter-milk	Eggs.	Fowls.	Barley.
Remained from last month	Quantity																											
	Value																											
Purchased as per order of Medical Officer filed*.	Quantity																											
	Rate ..																											
	Value .																											
Expended in regard to locally purchased medicines and miscellaneous articles, and as per details above in regard to sick diet and extras.	Quantity																											
Remaining in hand at the close of the month.	Quantity																											
	Value ..																											

*The order to purchase these articles should be given in writing by the Medical Officer, and these orders should be filed from this account should compare his orders with the bill and this register, and satisfy himself of the correctness of the bill all his orders, the details of which have been entered in this register and the amounts billed for. Items such as vegetables and should be entered in red ink. The Medical Officer in signing the bill drawn up He should also write the word "cancelled" upon milk, dahi, bael, limes, etc., supplied from jail

Monthly stock account of the purchase and expenditure of locally purchased medicines, miscellaneous articles, and sick diet and extras.

Part II.

		Sick diet and extras, as per details above, exclusive of articles supplied from the jail.																								
											Vegetables.															
		Arrowroot.	Sago.	Tamarind.	Dal.	Do.	Suttoo.	Molasses.	Fish.	Mutton.	Market.	Garden.	Potatoes.	Turmeric.	Chillies.	Coriander.	Onion.	Garlic.	Limes.	Amchur.	Mustard oil.	Firewood.	Coal.	Initials of the Medical Sub-ordinate.	Initials of the Medical Officer.
Remained from last month	Quantity																								
	Value ..																								
Purchased as per order of Medical Officer filed.*	Quantity																								
	Rate ..																								
	Value ..																								
Expended in regard to locally purchased medicines and miscellaneous articles, and as per details above in regard to sick diet and extras.	Quantity																								
Remaining in hand at the close of the month.	Quantity																								
	Value ..																								

*The order to purchase these articles should be given in writing by the Medical Officer, and these orders should be filed. The Medical Officer in signing the bill drawn up from this account should compare his orders with the bill and this register, and satisfy himself of the correctness of the bill. He should also write the word "cancelled" upon all his orders, the details of which have been entered in this register and the amounts billed for. Items such as vegetables, milk, dahi, bael, limes, etc., supplied from jail land should be entered in red ink.

West Bengal Jail Register No. 29.

West Bengal Form No. 5005.

Register of "Convalescent and Infirm" and " Special" Gangs in the _____ Jail

Description of gang, i.e., whether 'convalescent and infirm" or "special" gang, or A or B class.

Register number of prisoners.	Names of prisoners	Date of admission to gang	If any special diet or treatment is ordered for any individual prisoner, particulars to be entered here	Initials of Medical Officer verifying admissions, etc.	Order for discharge, with Medical Officer's initials.	Date of discharge.

[To be kept in manuscript]

West Bengal Jail Register No. 30

Jail at _____

REGISTER OF WEEKLY WEIGHMENTS OF PRISIONERS LOSING WEIGHT.

Month of *19* .

Prisoner's Register No.	Names of prisoners	Physical equivalent	Dates of weighment — Weights.							How disposed of.	Initial.
		*Kg	Kg	Kg	Kg	Kg	Kg.	Kg.	Kg.		

*Weight on first admission to jail.

[Foolscap Folio.]

West Bengal Jail Register No 31.

West Bengal Form No 5006.

Dr. **Cash—Book of General*/ Manufactory* Department of the——————Jail*/Sub-Jail* for the month of——————————19 . Cr.**

No and date of abstract or other bill	Receipts (nature and source)	Items		Total of each receipt		Total		Date	Serial No of voucher— (a) for the year (b) for the month	Nature of disbursement and name of payee	Items		Total of each voucher		Total	
		Rs	P	Rs	P	Rs	P				Rs	P	Rs	P	Rs	P

*Score through part not required

West Bengal Jail Register No 32.
West Bengal Form No 5007

Register of Contingent Charges of the ——————————— Jail for the year 19 -19 .

Date	To whom paid	Number of voucher	Detailed heads of Budget and Subdivision of detailed heads				
			Dietary charges				
			A Rations	B Miscellaneous dieting charges	C Garden and agricultural expenses	D *Proportion of dairy expenses	Total cost
Budget Grant							
			Rs P	Rs. P	Rs P	Rs P	Rs P

*In arriving at the figures for these two columns the expenses of the dairy excluding those shown in the column of extraordinary charges are to be divided between the dieting and hospital charges, in the proportion in which the produce of the dairy was used for the general dieting of the prisoners, or for the sick or infirm.

West Bengal Jail Register No 32—*contd*
West Bengal Form No 5007—*contd*

Register of Contingent Charges of the ——— Jail for the year 19 -19 —*contd*

Date	To whom paid	Number of voucher	Detailed heads of Budget and Subdivision of detailed heads											
			Hospital charges											
			A Sick diet and extras for patients		B Extras or special diet for weakly prisoners not in hospital		C †Medicines hospital clothing bedding etc		D *Proportion of dairy expenses		Total cost		Clothing and bedding of prisoners.	
Budget Grant			Rs	P	Rs	P	Rs	P	Rs	P	Rs	P	Rs	P.

*In arriving at the figures for these two columns the expenses of the dairy excluding those shown in the colum of extraordinary charges, are to be divided between the dieting and hospital charges in the proportion in which th produce of the dairy was used for the general dieting of the prisoners or for the sick or infirm

†Entries for articles received from the Manufactory or from other Jails or Departments should be in red ink.

West Bengal Jail Register No. 32—*contd.*
West Bengal Form No 5007—*contd.*

Register of Contingent Charges of the ——— Jail for the year 19 -19 —*contd.*

Date	To whom paid	Number of voucher	Detailed heads of Budget and Subdivision of detailed heads				
			Sanitation charges			Charges for moving prisoners	
			A Charges for conservancy, cleaning and purifying	B Charges for water supply	Total cost	Transfer charges and road subsistence of convicts	Total cost
Budget Grant			Rs P	Rs P	Rs P	Rs P	Rs P

West Bengal Jail Register No 32—*contd*
West Bengal Form No 5007 —*contd.*

Register of Contingent Charges of the ——— Jail for the year 19 -19 *contd*

Date.	To whom paid	Number of voucher	Detailed heads of Budget and Subdivision of detailed heads. Charges for miscellaneous services and supplies						
			A For lighting	B Disciplinary charges	C †Annual expenses for uniform and equipment of warders	D Money payments as rewards for recapture and services	E Execution charges	F Other miscellaneous charges	Total cost
Budget Grant									
			Rs P	Rs P	Rs P	Rs P	Rs P	Rs. P	Rs P.

†Entries for articles received from the Manufactory or from other Jails or Departments should be in red ink.

West Bengal Register No. 32—*contd.*
West Bengal Form No. 5007—*contd.*

Register of Contingent Charges of the ——— Jail for the year 19 -19 —*contd.*

Date.	To whom paid.	Number of voucher.	Detailed heads of Budget and Subdivision of detailed heads.															
			Rents, rates and taxes.		Other contingent charges.												Purchase of books.	
			Rents, rates and taxes.		A. Current office expenses.		B. Office furniture.		C. Service postage Telegrams and Telephone Charges.		D. Purchase and reapir of typewriters and duplicators		E. Pay of Menials.		Total cost.		Purchase of books.	
Budget Grant.																		
			Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.

West Bengal Jail Register No. 32—*contd.*
West Bengal Form No. 5007—*contd.*

Register of Contingent Charges of the ——— Jail for the year 19 -19 —*contd.*

Date.	To whom paid.	Number of voucher.	Detailed heads of Budget and Subdivision of detailed heads.									
			Petty construction and repairs.						Extraordinary charges for live-stock and tools and plant likely to last for three years and upwards.			
			A. Petty constructions.		B. Petty repairs.		Total cost.		A. Conservancy and water supply Dead Stock.		B. Diet Dead Stock.	
Budget Grant.												
			Rs.	P.	Rs.	P.	Rs.	P	Rs.	P.	Rs.	P.

West Bengal Jail Register No. 32—*contd*
West Bengal Form No. 5007—*contd.*

Register of Contingent Charges of the ——— Jail for the year 19 -19 —*contd*

Date.	To whom paid.	Number of voucher.	Detailed heads of Budget and Subdivision of detailed heads.					
			Extraordinary charges for live-stock and tools and plant likely to last for three years and upwards.					
			C. Hospital Dead Stock	D. Garden and agricultural plant	E. Lighting Dead Stock	F. Disciplinary Dead Stock	G. †Arms and accoutrements (original cost).	H. Purchase of dairy Live Stock and plant.
Budget Grant								
			Rs P.	Rs P	Rs P	Rs P	Rs P.	Rs P

†Entries for articles received from the Manufactory or from other Jails or Departments should be in red ink.

West Bengal Jail Register No 32—*contd*
West Bengal Form No 5007—*contd*.

Register of Contingent Charges of the ——— Jail for the year 19 -19 —*contd*

Date.	To whom paid	Number of voucher.	Detailed heads of Budget and Subdivision of detailed heads.									
			Extraordinary charges for live-stock and tools and plant likely to last for three years and upwards						Freight charges		Charges for moving prisoners by railway warrants.	
			I Purchase of draught cattle		J Other miscellaneous Dead Stock		Total cost					
Budget Grant												
			Rs	P	Rs	P	Rs	P	Rs	P	Rs.	P.

West Bengal Jail Register No 32—*concld.*
West Bengal Form No. 5007—*concld.*

Register of Contingent Charges of the——————————Jail for the year 19 -19 —*concld.*

Date	To whom paid	Number of voucher	Detailed heads of Budget and subdivision of detailed heads.		Date of submission of detailed bill to Inspector-General	Initial of Superintendent and Jailor
			Total of each abstract bill	Grand total of the detailed contingent bill (being, total of abstract bills)		
Budget Grant.						
			Rs P	Rs P		

West Bengal Jail Register No. 33
West Bengal Form No. 5008

STOCK BOOK OF PROVISIONS, STORES, AND DEAD STOCK, OTHER THAN THOSE BELONGING TO THE MANUFACTORY DEPARTMENT OF THE JAIL.

Description of Stock..... . .....

Date.	Purchased or brought into store this day					Number and date of abstract bill in which the amount required to pay for each purchase is drawn		Disbursed this day					Total quantity disposed of
	Whence Obtained.	Quantity	Rate	Value		Number	Date	Quanity. for diet	Quantity for hospital.	Quantity for	Quantity for		
				Rs	p								

If any stock is rendered unserviceable, it should be entered in red ink in the total column, and a note of the cause should be made.

West Bengal Jail Register No. 34
West Bengal Form No, 5009

Prison Clothing Stock Account of the——————————————Jail

RECEIPTS

Dates	1		2		3		4		5		6		7		8		9	
	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old
Total																		
Balance from last month																		
GRAND TOTAL																		
Issued during the month																		
Balance in Stock																		
With prisoners on the last day of the month																		
Lost or rendered Unserviceable																		

404

Jailor *Superintendent.*

Date——————————*19*—

West Bengal Jail Register No 34—*contd*
West Bengal Form No 5009—*contd*

Prison Clothing Stock Account of the——————————————Jail—*continued*

RECEIPTS—*continued*

Dates	10		11		12		13		14		15		16		17		18	
	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New.	Old	New	Old
Total																		
Balance from last month																		
GRAND TOTAL																		
Issued during the month																		
Balance in Stock																		
With prisoners on the last day of the month																		
Lost or rendered Unserviceable																		

Date——————————————19 -

Jailor.

Superintendent.

Prison Clothing Stock Account of the ——————————— Jail—*continued*

RECEIPTS—*concluded*

Dates	19		20		21		22		23		24		Initials of issuing officer	Initials of Jailor and Superintendent	Remarks
	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old			
Total															
Balance from last month															
GRAND TOTAL															
Issued during the month															
Balance in Stock															
With prisoners on the last day of the month															
Lost or rendered Unserviceable															

Date ——————— 19—

Jailor.

Superintendent.

Prison Clothing Stock Account of the——————————————————Jail—*continued.*

ISSUES

Dates.	1		2		3		4		5		6		7		8		9	
	New.	Old.	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old.
Total issued																		

Date——————————19—

Jailor.

Superintendent.

West Bengal Jail Register No. 34 —*contd.*
West Bengal Form No. 5009—*contd*

Prison Clothing Stock Account of the——————————————————**Jail**—*continued.*

ISSUES—*continued.*

Dates	10		11		12		13		14		15		16		17		18	
	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old
Total issued																		

Date——————————————19--

Jailor

Superintendent.

West Bengal Jail Register No. 34— *concld*
West Bengal Form No. 5009—*concld.*

Prison Clothing Stock Account of the — — — —Jail—*concluded.*

ISSUES—*concluded.*

Dates	19		20		21		22		23		24		Initials of issuing officer	Initials of Jailor and Superintendent	Remarks
	New	Old.	New	Old.	New	Old	New	Old	New	Old	New	Old.			
Total issued ..															

Date———————————19—

Jailor.

Superintendent.

West Bengal Jail Register No. 35.
West Bengal Form No. 5010—Part I.

Dairy Accounts of the ——————————————— Jail.

Part I.—Monthly Statement of Receipt and Disposal of Live-stock.

	Bulls.			Bullocks.			Cows.			CALVES.						Remarks
										Male.			Female.			
	No.	Value or price.		No.	Value or price.		No.	Value or price.		No.	Value or price.		No.	Value or price.		
		Rs.	P.		Rs.	P.		Rs.	P.		Rs.	P.		Rs.	P.	
19																
Remained from last month, January ..																
Received during January—																
By purchase ..																
From other jails ..																
Born																
Transfers to columns for bulls, bullocks or cows, of calves on reaching maturity																
Total ..																
Disposed of during January—																
Sold																
Died																
Sent to other jails																
Transferred from column for calves as above on reaching maturity ..																
Total disposed of..																

Note.—In the column for remarks enter number and date of abstract bill by which money is drawn for purchase of cattle also date of entry in general cash-book of receipt of proceeds of sale of cattle, and how many bullocks are doing work, agricultural or otherwise.

Repeat above and continue for 12 months.

West Bengal

Jail Register No. 35

West Bengal Jail Register No 35
West Bengal Form No 5010 Part II

Dairy and Cattle Accounts of

Part II. Purchase and Disposal of Fodder and

Month		1		2		3		4	
		ARTICLES							
Name of rticles									
Date		Quantity	Cost Rs P	Quantity	Cost Rs P	Quantity	Cost Rs P.	Quantity	Cost Rs P
Balance brought forward									
	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								
	11								
	12								
	13								
	14								
	15								
	16								
	17								
	18								
	19								
	20								
	21								
	22								
	23								
	24								
	25								
	26								
	27								
	28								
	29								
	30								
	31								

N. B.—Details of disbursement of any articles purchased should be entered in the column on the disbursed accounts should be balanced monthly and the balances be carried forward to next month's account.

the ——————————————— Jail,

Miscellaneous Expenditure for Cattle.

5			6			7		1	2	3	4	5	6
PURCHASED								ARTICLES DISBURSED					
			Miscellaneous expenditure for dead-stock, medicine, covering cows, cartage etc			Number and date of abstract bill by which the expenditure is drawn from the Treasury							
Quantity	Cost		Details of expenditure	Amount		No	Date	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
	Rs	P		Rs	P								

	1		2		3		4		5		6	
Total quantity												
	Rs	P	Rs	P	Rs	P	Rs	P	Rs	P	Rs	P
Value												

side, bearing the same number as the column on the receipt side in which the purchase is entered. The

West Bengal Jail Register No 35
West Bengal Form No 5010 -Part. III.

Dairy Accounts of the

Part III.—Milk and

Month and Date	Number of cows giving milk	MILK											
		Quantity of milk obtained		Average yield per cow		How disposed of							
						Issued to sick in hospital		Issued to convalescent and special gangs		Issued to ordinary prisoners		Issued to [illegible] into *tahe*	
1	2	3		4		5		6		7		8	
		kg	Gm	kg	Gm	kg	Gm	Kg	Gm	kg	Gm	kg	Gm
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													

Jail.

Dahi Account

DAHI

Total to agree with quantity obtained in column 3.		How disposed of: Quantity of *dahi* produced from milk issued for *dahi* as per column 8		Issued to sick in hospital		Issued to convalescent and special gangs		Issued to ordinary prisoners.		Total issued		Balance in stock daily if whole is not issued	
9		10		11		12		13		14		15	
Kg.	gm	Kg	gm	Kg	gm	Kg	gm	Kg	gm	Kg	gm.	Kg	gm.

West Bengal Jail Register No. 36A.

West Bengal Form No. 5012.

Diet Roll of ordinary prisoners in the———

STATISTICS OF THE

Date	Totals of the day.						Prisoners dieted											
	Convicts and undertrial prisoners, Civil prisoners (Revenue defaulters) getting Government rations						Early meal.						Mid-day meal.					
							West Bengal Diet		Bihar Diet		Punjab Diet.		West Bengal diet		Bihar Diet.		Punjab Diet.	
	Number remaining yesterday.	Number removed this day.	Balance.	Number admitted this day.	Number remaining.	Not dieted.	Class I.	Class II.	Class I	Class II.	Class I	Class II.	Class I.	Class II.	Class I.	Class II.	Class I.	Class II.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
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20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
Grand total.																		

Jail for the month of——————————19——.

NUMBER MESSED.

from Jail.									Prisoners dieted from hospital.											
Evening meal.						Diet for prisoners of special category		Total dieted from Jail.	Sick and infirm not in hospital.			Sick in hospital.					Extra diet on medical ground.	Total sick in hospital, cols. 33 to 39.	Initials of Jailor.	Initials of Superintendent.
West Bengal Diet.		Bihar Diet.		Punjab Diet.					Special diets.			Hospital diets.								
Class I.	Class II.	Class I.	Class II.	Class I.	Class II.	Class I.	Class II.		Special gang.	Convalescent gang.	Under observation.	Total of cols. 29, 30 and 31.								
20	21	22	23	24	25	26	27	28	29	3	31	32	33	34	35	36	37	38	39	40	41	42

West Bengal Jail Register No. 36B.

West Bengal Form No. 5013.

Diet Roll for Divisions I and II Convicts and Division I undertrial Prisoners in

1	2	3	4	5	6	7	Early morning meal.		Mid-day meal.		Evening meal.	
	Number remaining yesterday.	Number removed this day.	Balance.	Number admitted this day.	Number remaining.	Not dieted.	A.—Diet.	B.—Diet.	A —Diet	B —Diet	A —Diet	B.—Diet.
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
Total ...												

the Jail for the month of 19 .

Total diets from Jail.	Prisoners dieted from hospital.									
	Sick and infirm not in hospital.				Sick in hospital.					
	Special diet.				Hospital diets.					
	Special gang.	Convalescent gang.	Under observation	Total of cols. 15, 16 & 17.				Total of cols. 19, 20 and 21.	Initial of Jailor.	Initial of Superintendent.
14	15	16	17	18	19	20	21	22	23	24

West Bengal Jail Register No. 38
West Bengal Form No. 5015

Register of Security Deposits of the Jail Establishment at the ______________ Jail for the year 19

1	2	3	4	5	6	7		8		9																	
Account number	Circle number of warder	Names of officials who have to furnish security	Rank of officials	Pay of officials i.e. maximum of the grade	Total security required	Monthly deduction required		Amount deposited at the end of the last year		Amounts deposited in the Savings Bank																	
										January			February			March			April			May			June.		
				Rs.	Rs.	Rs.	P.	Rs.	P.	Date	Rs.	P.	Date	Rs.	P.	Date	Rs.	P.	Date	Rs.	P.	Date	Rs.	P.	Date	Rs.	P.
						Total																					
		Initials of Jailer and Superintendent																									

West Bencal Jail Register No. 38 *concluded*
West Bengal Form No. 5015—*concluded*

Register of Security Deposits of the Jail Establishment at the——————Jail for the year 19—*concluded*

)—*concluded*

in each month with dates of [illegible] of payment in the [illegible]

July		August		September		October		November		December		10	11	12	13			14	15
												Total amount of Savings Bank deposits during the year	Interest added during the year	Total deposits in the Savings Bank (columns 9, 10 and 11)	Amount withdrawn	Date of withdrawal	Reason for withdrawal	Balance at the end of the year (difference of columns 12 and 13)	Remarks.
Date	Rs P	Date	Rs P	Date	Rs P	Date	Rs P	Date	Rs P	Date	Rs P	Rs P	Rs P	Rs P	Rs P			Rs P	

West Bengal Jail Register No 38A
West Bengal Form No. 5015A

Register of Interest Bearing Securities

Item No.	Name and designation of depositor	For what purpose of work (quoting reference to agreement or bond)	Particulars of securities received							Date of receipt in Office	Date of initials of the Superintendent verifying columns 1 11	Particulars of disposal quoting reference to the acknowledgment of the depositor	Dated initials of the Superintendent verifying column 13	Remarks
			Government securities including Municipal debentures Port Trust Bonds and National Savings certificates etc				Other securities i e Post Office Savings Bank Pass Books or deposit receipts of recognised banks and cash certificates etc							
			Number	Percent or issue price in the case of National Savings certificates	Loan (or date of issue in the case of National Savings certificates)	Amounts (i e Face Value)	Name of Post Office or Bank	Number of Account or receipt	Amount*					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

*If the Post Office Savings Bank Pass Book pertains to a security deposit recovered in instalments no entry should be made in this column untill the security has been fully paid up. In all cases only the orginal deposit should be entered here and not the interest

West Bengal Jail Register No. 39
West Bengal Form No. 5016

Register of receipt and expenditure of Ammunition

The——————Jail Month of——————19

Date.	Whence received.	Number.	Date.	How expended.	Number.
Blank Cartridges.					
1st	In hand ..				
				In hand ..	
	Total .			Total ..	
Buck-shot Cartridges.					
1st	In hand				
				In hand	
	Total .			Total ..	
Ball Cartridges.					
1st	In hand ..				
				In hand	
	Total			Total	
Fired Cases.					
1st	In hand—				
	(*a*) Paper cases .				
	(*b*) Metal cases				
				In hand—	
				(*a*) Paper cases .	
				(*b*) Metal cases	
	Total .			Total .	

The——————19 *Jailor.* *Superintendent.*

West Bengal Jail Register No 40
West Bengal Form No 5017

Dead-stock

Sub-Head

Name of article	1st quarter						2nd quarter								Balance at end of half year	
	Balance at beginning of 1st quarter		Received during quarter		Disposed during first quarter		Balance at beginning of 2nd quarter		Received during quarter		Disposed during quarter		Depreciation			
	No	Value	No	Value	No	Value	No	Value	No	Value	No	Value	Value		No	Value after deducting depreciation
		Rs p		Rs p		Rs p		Rs p		Rs p		Rs p	Rs	p		Rs p

The ——— *19*

Jailor

Superintendent.

The——————————————————Jail

Name of article.	3rd quarter.								4th quarter										Lving outside.		Remarks.
	Balance at beginning of 3rd quarter.		Received dur ng quarter.		Disbursed during quarter.		Balance at beginning of 4th quarter		Received during quarter		Disbursed during quarter		Depreciation		Balance at end of year						
	No.	Value.	No.	Value.	No.	Value	No.	Value.	No.	Value.	No	Value.	Value		No.	Value after deducting depreciation.			No.	Value.	
		Rs. p.		Rs p.		Rs p		Rs p.		Rs p		Rs p	Rs	p		Rs.	p			Rs. P.	

Jailor.

The——————————19 .

Jailor.

The——————————19 .

Superintendent.

West Bengal Jail Register No. 41.

West Bengal Form No. 5018.

Day-Book of Raw Materials and stock belonging to

Receipts.									
Date.	Nature of article	Quantity	Price	Value.		From whom purchased (in regard to dead-stock note for what department purchased)	Number and date of abstract bill by which drawn from the Treasury		Date of payment	Page of Stock Ledger in which entered.
				Rs	P.		No	Date.		

Note.—Issues to the General Department or supplies to other jails should be entered in red ink.

the Manufactory Department,.....Jail.

Disbursements.									
Date.	Nature and quality of article issued, sold, lost or destroyed.	Quantity.	To what department issued, to whom sold, how lost or destroyed, or otherwise disposed of.	If sold, enter amount for which sold and whether				If sold on credit, page of Credit Ledger.	Page of Stock Ledger of raw materials.
				For cash.		On credit.			
				Rs.	P.	Rs.	P.		

Explanation should be given in regard to the loss or destruction of any materials or stock.

West Bengal Jail Register No 42

West Bengal Form No. 5019.

Store and Sale Book of Manufactured Articles in the

Receipts						
Date	Name of article received into store	Number or quantity	Rate.	Value.		Page of Ledger No 44.
				Rs	P	

Note.—Packing and despatching charges should be entered in the columns for description of articles.

Disbursements.			
Description of articles sold, supplied to the jail, or to other jails or departments used in the process of other manufactures, lost or destroyed.	Number or quantity.	If sold, to whom sold or to what department supplied, or for what other process of manufacture issued, or how lost or destroyed.	Prices at which sold or valued.

disposed of and their values immediately below the articles and their values to which they relate.

West Bengal Jail Register No. 42—*concld.*

West Bengal Form No 5019—*concld.*

Store and sale Book of Manufactured Articles in the

Disburse

Amount at which valued in the case of supplies to jails, or other departments, issues for use in the process of other manufactures or loss		Amount for which sold in case of actual sale				If on credit, No of page in Credit Ledger	
		For cash		On credit			
Rs.	P.	Rs	P	Rs	P	Rs	P

Jail, for the year 19 —*concld.*

ments.

Difference from estimated value as per ledger.				Actual cost of materials excluding labour, in the case of articles supplied to the jail or jails.		In regard to supplies to other jails and departments, dates when bills are sent for countersignature and returned			Page of Ledger No. 44.
Excess		Deficit				No of bill.	Date of despatch	Date of return.	
Rs.	P.	Rs.	P.	Rs.	P.				

West Bengal Jail Register No. 43
West Bengal Form No. 5020

Stock-Ledger of raw materials, dead and Live-stock in the ——— Jail

Description of stock—

Receipts.					Disbursements.								For what manufactures or how disposed of ; if lost, destroyed or unserviceable, the cause ; if sold, state whether for cash or credit.
Date.	Quantity.	Rate.	Value.		Date.	Quantity.	Rate.	Value		If sold, amount for which sold			
			Rs.	p.				Rs.	p	Rs.	p.		

N.B.—Articles supplied for the general purposes of the Jail or to other jails or departments should be entered in red ink.

WEST BENGAL JAIL REGISTER No. 44

West Bengal Jail Register No. 44.

West Bengal Form No. 5021.

Ledger of Manufactured Articles of the

Description of Stock

Received.					Disposed of.						
								Amount for which sold			
Date of receipt.	Quantity.	Rate	Value		Date.	Quantity disposed of	To whom, or how disposed of, or if lost or rendered unserviceable, the cause	Sold for cash		Sold on credit, subject to cash payment	
			Rs	P.				Rs.	P.	Rs.	P.

N.B.—The column total should be used only for the total of all entries at

Jail for 19

or disposed of.														Difference from estimated value.			
Supplied to the jail.		Supplied to other jail.		Supplied to other department subject to adjustment by book transfer.		Used in process of other manufacture.		Lost or rendered unserviceable		Supplied to the Jail Depot.		Total.		Excess.		Deficit.	
Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.

the close of each month, preparatory to striking the monthly balance.

West Bengal Jail Register No. 45.

West Bengal Form No. 5022.

Credit Ledger of the ———— Jail.

Name ————————————

Date of sale.	Description of the articles sold.	Rs.	P.	Date of payment	Details of payment.	Rs.	P.

This Leger should be balanced once a quarter and the balance is to be shown in Quarterly Return No. 23

West Bengal Jail Register No 46

West Bengal Form No. 5023.

GATE REGISTER IN ENGLISH

All Officials and Visitors are required to sign this Book on entering and leaving the Jail.

Entering.					Leaving.				
Date.	Time		Signature	Remarks	Date	Time		Signature	Remarks
	a m.	p m.				a m	p m		

Note.—The usual entries will continue to be made by the Gate Warder in Register No. 24.

West Bengal Jail Register No. 47
West Bengal Form No. 5148

Clothing account of Warder-guard of——————Jail for the month of——————19—

Date তারিখ।		Pugree পাগড়ী।	Coats কোট।	Pants full or half পতলুন। পাঁইলুন্।	Putties পট্টী।	Jerseys গেঞ্জি বিশেষ।	Great coats ওবারকোট। উপরকার ভারী জামা।	Boots বুট জুতা।	Fringe ঝালর।	Chevrons চিকুরী ও সদাচরণ জ্ঞাপক চিহ্ন।	Mosquito nets মসহরী। মশারী।	Buttons বোতাম।	Dhoti or Surce ধুতি বা সাড়ী।	W B J Letter ডব্লিউ, বি, জে অক্ষর।	R Letter আর অক্ষর।	Leat er Belts চামড়ার কোমর বন্ধনী।	Whistl ছোট বাঁশী।	Signature of recipient গৃহীতার সহী।	Remarks মন্তব্য।
	Balance from last month																		
	Received during the month																		
	Total																		
	Issued during the month, with name of Head Warder, Warder or Female Warder to whom issued																		
	1.																		
	2.																		
	3																		
	4																		
	5																		
	Total Issued																		
	Balance																		

Date *Jailor.* *Superintendent.*

Register showing the result of Target Practice held in the jail at..... during the year 19 .

See West Bengal Form No. 5149, Appendix No. 32.

Section II (West Bengal Jail Returns).

West Bengal Jail Register No. 48

West Bengal Form No. 5156.

Register of prisoners' valuable property other than cash in deposit in the.....Jail.

Date of deposit.	Register number and class of prisoners.	Name and father's or husband's name of the prisoner.	Date of sentence.	Sentence.			Date of release.	List of properties.	Initial of Godown Head Warder or Warder and Deputy Jailor in charge of admission.	Disposal.		Signature or thumb impression of prisoner on transfer or release.	Initial of Godown Head Warder or Warder and Deputy Jailor in charge of Release Branch.
				Y.	M.	D.				Made over on release or transfer or sold.	Date.		
1	2	3	4	5			6	7	8	9		10	11

West Bengal Jail Register No. 48/A.

West Bengal Form No. 5157.

Register of prisoners' ordinary property other than cash in deposit in the..... ....Jail.

Date of deposit.	Register number and class of prisoners.	Name and father's or husband's name of the prisoner.	Date of sentence.	Sentence.			Date of release.	List of properties	Initial of Godown Head Warder or Warder and Deputy Jailor in charge of admission.	Disposal		Signature or thumb impression of prisoner on transfer or release.	Initial of Godown Head Warder or Warder and Deputy Jailor in charge of Release Branch.
										Made over on release or transfer or sold.	Date		
1	2	3	4	5			6	7	8	9	10	11	12
				Y.	M.	D.							

West Bengal Jail Return No. 1
West Bengal Form No. 5029

Quarterly Return of Jail Statistics of the——————————

PART I.—A—Showing the number and disposal of

	1		2		3		4									
							Received by transfer during the quarter									
							A						B			
	Remained at the close of last quarter		Convicted at the Sadar Courts during the quarter.		Re-admitted after release on bail or recaptured after escape or from lunatic asylum to complete sentence or after transfer in same year to other jails for any purpose or after temporary removal		To undergo sentence.						In transit for transfer to other jails.			
							a		*b.*		*c.*		*a.*		*b.*	
							From other jails in the State		From subsidiary jails to the district jails for confinement or to give evidence, etc.		From jails out side the State.		From jails in the State.		From jails outside the State	
	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M	F
Convicts																

Memoranda for the guidance of Superintendent

(*a*) Convicts removed from the jail for a temporary purpose, *e.g.* to give evidence in camp, should not

(*b*) A prisoner who, having been in the under-trial ward, is convicted, is to be entered in column 2 as if

(*c*) When a prisoner on conviction is sent into a subsidiary jail, if it be for a night only, he must be to undergo sentence.

(*d*) On the right hand of this note, Superintendents of Jails should state—

(1) How many entries there are in column 3 of re-captured escapes . . .
(2) How many of these escaped in previous years . . .
(3) How many entries there are in that column of convicts who, having been released on bail by
(4) How many of these were released in the previous years . . .
(5) How many entries there are in that column of prisoners returned from a lunatic asylum to
(6) How many of these were sent to the lunatic asylum in previous years . . . .

(*e*) If a prisoner transferred for the benefit of his health dies within three months of his transfer, and must be deducted from column 6 of the return for the month in which despatched; the receiving jail will at the

(*f*) Deaths of convicts in course of transfer shall not be included in Jail Statistics unless specially

Jail for the Quarter ending———————————————— 19

the CONVICTS in the Jail during the quarter.

5			6			
			Transferred to other Jails and Subsidiary Jails			
			a		b	
Total population of the jail Total of columns 1 to 4			To jails of the State.		To jails of other State	
M	F	Total	M	F	M	F.

of Jails and their Offices Establishment.

be shown in this return unless absent at the end of the quarter
he had come to jail for the first time
shown in column 2 of that subsidiary jail, and in column 4A of the jail to which he is ultimately sent

	Males	Females.
Appellate Courts, have been re committed		
complete sentence		

he should be included in column 11 of the return of the jail from which despatched, not in column 6, same time deduct him from column 4 so as not to include him in the statistics of that jail
directed by the Inspector-General

West Bengal Jail Return No. 1—*Continued*
West Bengal Form No. 5029—*Continued*

Quarterly Return of Jail Statistics of the——————————

PART 1.—A—Showing the number and disposal of the

7

Number Released during the quarter.

	On bail		On appeal		On expiry of sentence (including those released on furnishing security)		On payment of fine		Under the remission system		By order of Government before completion of sentence			
											On account of sickness, Rule 591, Jail Code		Under special order of Government.	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Convicts														

* Moribund prisoners who are released under

Jail for the Quarter ending——————————19 —*Continned.*

CONVICTS in the Jail during the quarter.—*Continned.*

8		9		10		11		12			13		
Transferred to Lunatic Asylum		Escaped		Executed		Died *		Total discharged from all cuases as per columns 6 to 11			Remaining at the end of the quarter.		
M.	F	M	F	M	F	M	F	M	F	Total	M	F	Total.

Rule 591 of the Jail Code should be shown in red ink.

West Bengal Jail Return No. 1—*continued*
West Bengal Form No. 5029—*continued*

Quarterly Return of Jail Statistics of the ——————————
Jail for the Quarter ending ——————————19——*continued.*

B.—Total of the Daily Number of Prisoners, capacity of wards and Maximum number in them on any night during the quarter.

Quarter ending	Civil prisoners.		Under-trial prisoners		Convicts.				Total of convicts.		Total of all classes.	
					Labouring		Non-labouring.					
	M.	F.	M.	F.	M.	F.	M.	F	M.	F.	M.	F.
Quarterly total of the number present each night as per Abstract Register No 14												
Capacity of the wards for each class (*vide* Jail Code Rule No 1179)												
Maximum number present on any one day during the quarter.												
Daily average number, *i.e.*, above quarterly totals divided by number of days in the quarter												

PART—II.

West Bengal Jail Return No. 1—*continued*
West Bengal Form No. 5029—*continued*

Quarterly Return of Jail Statistics of the

PART II.—Showing the number of youthful offenders and also the number of habitual criminals

1			2							
			A		B.					
Number admitted during the quarter.			Number imprisoned for the first time in default of finding security under section 110, Criminal Procedure Code.		Number imprisoned in default of security under section 110, Criminal Procedure Code, or convicted under Chapters XII, XVI, XVII and XVIII, Indian Penal Code, with previous convictions under any of these chapters or under section 110, Criminal Procedure Code.					
					once previously convicted.		Twice previously convicted.		More than twice previously convicted.	
Male.	Female.	Total.	Male.	Female.	Male.	Female.	Male	Female.	Male.	Female

Note.—Columns 1 and 2 should include

Jail for the Quarter ending——————————19———*continued*

admitted during the quarter who have been convicted of offences indicating habitual criminality.

			3					
C			4					
			Youthful offenders under 15 years of age (Reformatory School Act 1897)					
			A			B		
Total			Number admitted during the quarter			Number who are habitual criminals and are included already in column 2.		
Male	Female	Total	Male	Female	Total	Male	Female	Total.

figures in column 3 of this part.

West Bengal Jail Return No. 1- *continued*
West Bengal Form No. 5029 *continued*

Quarterly Return of Jail Statistics of the——————————————————

Jail for the Quarter ending——————————————**19**——*continued*

PART III. Showing the state of Education of the CONVICTS imprisoned in the Jail during the quarter.

	1							
	Of those admitted direct during the quarter (as per column 2 of Part IA) plus any prisoners shown opposite items 2, 4 and 6 of footnote to Part I							
	Able to read and write.		Able to read only		Illiterate		Total.	
	M	F	M	F	M	F	M.	F.
victs								

PART IV.

West Bengal Jail Return No. 1—*continued*
West Bengal Form No. 5029—*continued*

Quarterly Return of Jail Statistics of the———————————————

PART IV.—Showing particulars of CONVICTS employed

	1		2	
	Total number employed over convicts as.		Average number employed *i.e. the total of the daily numbers in column 5 of Part IX divided by the number of working days in the quarter.*	
	Convict overseers.		Convict overseers	
	M.	F.	M.	F.
Number remaining in Jail from last quarter				
,, appointed during the quarter				
,, received by transfer from other jails				
Total				
Deduct—Number released, degraded, or died during the quarter				
,, transferred to other jails or promoted in the case of convict overseers.				
,, remaining in the jail at the close of the quarter				

PART V.—Showing the offences committed by the CONVICTS and the

	1	2					
		Offences dealt with by					
		A.		B.		C.	
	Offences dealt with by Criminal Courts.	Relating to work.		Relating to prohibited articles.		Relating to assaults, mutiny and escapes.	
		1	2	1	2	1	2
		Dealt with by minor punishments.	Dealt with by major punishments.	Dealt with by minor punishments.	Dealt with by major punishments.	Dealt with by minor punishments.	Dealt with by major punishments.
Convicted prisoners							

N.B.—The nature of criminal offences committed and entered in

Jail for the quarter ending-- - ---- ---------- 19—*continued.*

as Convict Overseers in the Jail during the quarter.

3		4		5		6
Ratio of average number employed to average number of convicts in Part II		Number reduced or otherwise punished amongst those employed during the quarter.		Number of convict overseers employed solely over under-trial prisoners.		Cause of reduction or punishment of convict overseers in column 4
Convict overseers		Convict overseers		Convict overseers.		
M.	F	M	F	M.	F	

punishments inflicted on them in the Jail during the quarter.

					3	4	
Superintendent						Punishment Inflicted	
D		E				By Superintendent.	
All other breaches of Jail rules		Total.				Minor	
1	2	1	2	3	By Criminal Court.	A.	B
Dealt with by minor punishments.	Dealt with by major punishments.	Dealt with by minor punishments.	Dealt with by major punishments.	Total of offences.		Warning.	Separate, cellular, and solitary confinement.

column 1 should be noted in detail in the column for Remarks.

West Bengal Jail Return No. 1—*continued*
West Bengal Form No. 5029 —*continued*

Quarterly Return of Jail Statistics of the——————————

PART V.—Showing the offences committed by the CONVICTS and the

	4—*concluded*				
	Punishment inflicted—*concluded*				
	By Superintendent—*concluded*				
	Minor —*concluded*			Major	
	C	D	E	A	B
	Handcuffing and link fetters	Other punishment	Total	Separate cellular, and solitary confinement	Fetters and handcuffing behind
Convicted prisoners					

PART VI.—Showing particulars regarding CIVIL

	1		2		3		4					
	Remained at the close of last quarter		Received direct from the Civil Courts during the quarter		Total		Received by transfer during the quarter					
							From jails		From subsidiary jails after admission		In transit, etc	
	M	F	M.	F.	M	F.	M	F	M	F	M.	F
Civil prisoners												

Jail for the quarter ending——————————————————**19**—*continued*

punishments inflicted on them in the Jail during the quarter—*concluded*

			6	7
C	D	E	Grand total of punishments, columns 4E and 5E	Remarks
Combination of minor punishments.	Other punishments.	Total		

PRISONERS in the Jail during the quarter

5			6		7		8		9		10		11	
Total population in the Jails.			Released during the quarter		Transferred to other jails and subsidiary jails.		Escaped.		Died		Total discharged from all causes as per columns 6 to 9.		Remaining at the end of the quarter.	
M.	F.	Total.	M.	F	M.	F.	M.	F.	M.	F	M.	F.	M.	F.

West Bengal Jail Return No. 1—*continued*
West Bengal Form No. 5029—*continued*

Quarterly Return of Jail Statistics of the——————————————————

PART VII.—Showing particulars regarding UNDER-

	1		2		3		4	
	Remained at the close of last quarter.		Number admitted direct from the Sadar Courts during the quarter.		Number re-admitted from bail or after transfer to give evidence, etc., or to Magistrate's camp or to police custody for enquiry.*		Total.	
	M.	F.	M.	F.	M.	F.	M.	F.
Under-trial prisoners								

*The date of release on bail of prisoners entered in this

	8		9		10	
	Released on bail or transferred to give evidence, etc., or to Magistrate's camp or to police custody for enquiry.		Convicted and sentenced, including those to be fined and released.		Transferred to other jails and subsidiary jails before being convicted.†	
	M.	F.	M.	F.	M.	F.
Under-trial prisoners						

†Prisoners transferred to the Lunatic Asylum

Jail for the quarter ending——————————————19—*continued*

TRIAL PRISONERS in the Jail during the quarter

5						6			7	
Received by transfer during the quarter.						Total population in the jail.			Released on acquittal, etc., during the quarter.	
From other jails for trial.		From subsidiary jail for trial.		In transit, etc						
M.	F.	M.	F.	M	F.	M.	F.	Total.	M.	F.

column should be noted in the column for Remarks

11		12		13		14		15
Escaped		Died.		Total discharged from all causes as per columns 7 to 12.		Remaining at the close of the quarter.		Remarks.
M.	F.	M	F.	M.	F.	M.	F.	

should be noted in the column for Remarks.

West Bengal Jail Return No 1 —*continued*
West Bengal Form No. 5029—*continued.*

Quarterly Return of Jail Statistics of the _____

PART VIII.—Showing the employment

	1	2	3	4	5	6	7
	Of those sentenced to labour						Number on Jail
	Sick in hospital, excluding Sundays	Convalescent and infirm, excluding Sundays	Number not employed for other reasons *	On unremunerative labour including wall guards	Overseers	Writers or godown workers.	Cooks.
Aggregate of the numbers employed daily during the quarter, excluding Sundays and holidays							

*To show prisoners in handcuffs if not given any work etc

†Should include dairy-keepers bhistis wood cleavers hospital attendants, barbers, dhobis

	15	16
	Number employed on working days	
	On manufactures	Total number of convicts under sentence of labour on working days, columns 1, 2, 3, 4, 5 and 10 to 15
Aggregate of the numbers employed daily during the quarter, excluding Sundays and holidays		

N. B—Prisoners sentenced to simple imprisonment who elect to work should be shown as employed ;

Jail for the Quarter ending——————————————————19

CONVICTS in the Jail during the quarter.

8	9	10	11	12	13	14
employed on working days.						
prison duties.						On Jail buildings.
servants.						Additions and alterations.
Sweepers and scrubbers.	On miscellaneous jail service.†	Total jail servants, columns 6 to 9.	Gardening.	Employed in preparing articles for use of consumption in jail, *i.e.*, Dal-grinding, manufacturing prison clothing, etc.	Jail repairs.	Under Superintendent

lamp-lighters, and no others, without special reference to the Inspector-General's Office.

17	18	19	20	21	22
Add the total number of convicts present on Sundays and holidays, including those in hospital and infirm.	Add the total number of convicts admitted in the afternoon and not included in the Distribution Register.	Total of the columns 16 to 18	Deduct from column 19 the total number of convicts released in the afternoon and not included in the Abstract Register, though included in the Labour Distribution Register.	Balance between columns 19 and 20 to agree with "Part IB" of this return, labouring convicts.	Remarks.

the discrepancy in the total being explained by a note in the column of remarks.

West Bengal Jail Return No. 1—*continued*
West Bengal Form No. 5029—*continued*

Quarterly Return of Jail Statistics of the——————————————

Jail for the quarter ending——————————————**19**—*continued*

ART IX.—Showing mortality according to the length of time passed in the Jail by CONVICTS

1	2							
	According to length of time already passed in jail by convicts present on the last day of the month and quarter.							
Period passed in jail.	Month of		Month of		Month of		(a) Quarter ending.	
	Number of convicts.	Number of deaths during the month.	Number of convicts.	Number of deaths during the month.	Number of convicts.	Number of deaths during the month.	Number of convicts.	Number of deaths during the quarter.
Not exceeding 6 months								
Above 6 months and not exceeding 1 year.								
Above 1 year and not exceeding 2 years.								
Above 2 years and not exceeding 3 years.								
Above 3 years and not exceeding 7 years.								
Above 7 years ..								
Total ..								

(a) Must agree with column 13 of Part IA.

PART X

West Bengal Jail Return No. 1—*continued.*
West Bengal Form No. 5029—*continued.*

Quarterly Return of Jail Statistics of the——————————

PART X.—Showing the Religion, Age, and previous Occupation

	Religion									
	Hindus and Sikhs		Muslims		Christians		Buddhist and Jains		All other classes.*	
	M	F	M	F	M	F	M	F	M.	F.
Convicted prisoners										

Note —Age means the age on date of admission into the jail

*Details should be given at the foot of this statement showing what religions are included under

	3					
	Previous					
	Of					
	Persons employed under Government or municipal or other local authorities.	Professional persons.	Persons in service or performing personal offices.	Persons engaged in agriculture and with animals.	Persons engaged in commerce and trade.	
Convicted prisoners ..						

Jail for the Quarter ending——————————————19—*continued.*

of CONVICTS admitted into the Jail during the quarter.

Total to agree with column 2 of Part IA plus any prisoners shown opposite items 2, 4 and 6 of foot note to Part I	2													
	Age													
	Under 18 years		18 to 21 years		22 to 30 years		31 to 40 years		41 to 60 years		Above 60 years		Total to agree with column 2 of Part IA plus any prisoners shown opposite items 2, 4 and 6 of foot-note to Part I	
M I	M	I	M	I	M	I	M	I	M	I	M	F	M	F

this head

occupation

males			Of females			
Persons employed in mechanical arts, manufactures, and engineering operations etc , etc	Miscellaneous persons not classed otherwise	Total of males to agree with column 2 of Part IA plus any prisoners shown opposite items 2, 4 and 6 of foot note to Part I	Married	Unmarried	Widow	Total of females to agree with column 2 of Part IA plus any prisoners shown opposite items 2, 4 and 6 of foot-note to Part I

West Bengal Jail Return No. 1—*concluded.*

West Bengal Form No. 5029—*concluded.*

Quarterly Return of Jail Statistics of the——————————————

PART XI.—Showing the CONVICTS admitted into the Jail

1	1											
	Number according to											
	a		*b*		*c*		*d*		*e*			
*Nature of imprisonment of those admitted as explained at foot	Not exceeding one month		Above one month and not exceeding three months		Above three months and not exceeding six months		Above six months and not exceeding one year		Above one year and not exceeding two years			
	M	F	M	F	M	F	M	F	M		F	
A .												
B ..												
C ..												
D . ..												
Total of admissions												

*A—Prisoners sentenced to simple
B—Prisoners sentenced to rigorous
C—Prisoners sentended to rigorous

——————————Jail,

The——————————*19*

Jail for the Quarter ending——————————19—*concluded.*

during the quarter according to the nature of sentence.

2												
length of sentence.												
f		*g*		*h*		*i*		*j*		*k*		
Above two years and not exceeding five years		Above five years and not exceeding ten years		Exceeding ten years (excluding those sentenced to imprisonment for life)		Sentenced to imprisonment for life		Sentenced to death.		Total to agree with column 2 of Part I A plus any Prisoners shown opposite items 2, 4 and 6 of foot note to Part I.		Remarks.
M	F	M	F	M	F	M	F	M.	F	M.	F.	

Imprisonment.
Imprisonment.
Imprisonment with solitary confinement.

Jailor. *Superintendent.*

West Bengal Jail Return No. 2.
West Bengal Form No. 5030.

Population Return of the——————————Jail as on 7th/14th/21st/ 28th day of——————————19

Part—I

Details.	Registered accommodation		Locked up night before		Remarks.
	Male.	Female.	Male.	Female.	
1. Civil Prisoners .. .					
2. Non-criminal lunatics					
3. Prisoners detained under P. D. Act ..					
Group—A					
Group—B .					
Group—C					
4. Prisoners detained under Foreigners' Act.					
5. Undertrial Prisoners—					
Remands .. } Division I ..					
} Division II .					
Sessions .. } Division I ..					
} Division II ..					
6. Convicts—					
Division I } R. I					
} S. I					
Division II } R. I					
} S. I					
Division III } R. I					
} S. I					
Total ..					

Part—II

Details.	Registered accommodation.		Locked last night. before		Remarks.
	Male.	Female.	Male.	Female.	
1. Prisoners with mental maladjustments other than lunatics.					
2. Prisoners suffering from Tuberculosis—					
Undertrials					
Convicts					
3. Lepers—					
Undertrials					
Convicts					
4. Juvenile Prisoners (under 15 years of age).					
Undertrials					
Convicts .. R. I					
S. I					
5. Adolescent Prisoners (15 to 21 years of age).					
Undertrials					
Convicts .. R. I					
S. I.					
6. Security Act Prisoners—					
Undertrials Division I ..					
Division II ..					
Convicts .. Division I ..					
Division II ..					
Division III ..					
7. Prisoners in connection with political or democratic movements.					
Undertrials Division I ..					
Division II ..					
Convicts .. Division I ..					
Division II ..					
Division III ..					
8. Prisoners old, infirm, blind etc. ..					
9. Condemned Prisoners					
10. Prisoners doing menial service ..					
Cooks					
Barbers					
Sweepers					
Others					
11. Convict Writers					
12. Convict Officers :—					
Watchmen					
Overseers					
13. Children with mothers					

——————————Jail/Sub-Jail.

The——————19 *Jailor/Sub-Jailor.* *Superintendent*

West Bengal Jail Retrun No 4 (To be maintained in manuscript)

[To be submitted on 20th of each month by central jails and on 15th by district jails]

Certificate of Completion of monthly accounts of the jail at——————*for the month of*——————*19* .

I HEREBY certify that I have carefully examined all the registers and accounts of this jail, and that they are properly written up, closed, and balanced up to the end of last month The office work is also generally well in hand

The——————*19*

Jailor *Superintendent.*

Foolscap, 16mo]

West Bengal Jail Return No. 5. [To be maintained in manuscript.]

HALF-YEARLY CERTIFICATE OF CORRECTNESS OF STOCK.

(MANUFACTURE.)

I HEREBY certify that I have carefully examined the accounts of the Jail for the half- year ending.
as well as the jail cash, stock, provisions, stores, manufactured articles etc., in hand, relating to the Manufactory Department, I have found the cash and accounts to be correct in every particular—(*a*) and so far as I can judge there are stocks and plants in hand equivalent to the balances shown by the account—(*b*) and I have had all stocks and plants counted, weighed or measured. All discrepancies between the stocks and plants actually in hand and the balances shown by the accounts are noted in the reverse.

————————JAIL,
The————————19 . *Superintendent.*

N.B.—This half-yearly certificate of the correctness of the Jail accounts, cash and stock is to be submitted to the office of the Inspector-General of Prisons on the 1st July and the 31st December. In the certificate submitted on the 1st July the words from (b) to the end should be struck out; in that submitted on the 31st December the words from (a) to (b) should be struck out. If any serious discrepancy is found between the accounts and stock or plant actually in hand, a special report must at once be submitted to the Inspector-General.

[REVERSE]

Discrepancies found between Stock and Plant actually in hand and the Book Balances.

Date of taking stock.	Description of articles.	Book Balance on date of taking stock.	Actual balance found in stock on date of taking stock	Difference.		Value of difference.	Total quantity or number handled during the period under report	Cause of any important differnece and officer responsible.
				Excess.	Deficit			
1	2	3	4	5	6	7	8	9

JAIL AT————————,
The————————*19* . *Jailor.* *Superintendent.*

[*Foolscap Quarto.*]

West Bengal Jail Return No. 6 [To be maintained in manuscript.]

HALF-YEARLY CERTIFICATE OF CORRECTNESS OF STOCK.

(GENERAL)

I HEREBY certify that I have carefully examined the accounts of the Jail for the half-year ending , as well as the jail cash, stock, provisions, stores, manufactured articles, etc., in hand relating to the General Department, I have found the cash and accounts to be correct in every particular—(*a*) and so far as I can judge there are stock and plant in hand equivalent to the balances shown by the accounts—(*b*) and I have had all stock and plant counted, weighed or measured All discrepancies between stock and plant actually in hand and the balances shown by the accounts are noted in the reverse.

——————JAIL,
The——————*19* . *Superintendent.*

N.B.—This half-yearly certificate of the correctness of the Jail accounts, cash and stock is to be submitted to the office of the Inspector-General of Prisons on the 1st July and the 31st December In the certificate submitted on the 1st July the words from (b) to the end should be struck out; in that submitted on the 31st December the words from (a) to (b) should be struck out. If any serious discrepancy is found between the accounts and stock or plant actually in hand, a special report must at once be submitted to the Inspector-General.

[REVERSE]

Discrepancies found between Stock and Plant actually in hand and the Book Balances.

Date of taking stock.	Description of articles.	Book balance on date of taking stock.	Actual balance found in stock on date of taking stock	Difference		Value of difference	Total quantity or number handled during the period under report	Cause of any important difference and officer responsible.
				Excess.	Deficit.			
1	2	3	4	5	6	7	8	9

JAIL AT——————;
The——————*19* . *Jailor.* *Superintendent.*

[*Foolscap Quarto.*]

West Bengal Jail Return No. 9. (To be maintained in manuscript]

[To be submitted on the 15th February and 15th August of each year]

Half-yearly Report of Health and Mental Condition of a Criminal Lunatic confined in the ——————Jail, who was inspected by the Superintendent on the 19 .

1	2	3	4	5	6	7	8	9	10	11	12	13	14 Transferred		15	16	17	18	19	20
Date of admission into Jail	Name of prisoner	Age	Religion	Nationality	Previous occupation	Residence—village, police station district	Personal description	Married or single	Crime	Date of crime	Nature of finding or trial	Date of order of Government for detention after trial	Whence	Date	Authority for transfer	Education	Present occupation	Recent state of health	Behaviour and history of prisoner while in jail	Remarks

——————JAIL,

The——————19 *Jailor.* *Superintendent.*

[*Foolscap Folio.*]

West Bengal Jail Return No. 10.
West Bengal Form No. 5033.

{ [To be submitted to the Inspector-General in duplicate, on the 10th of each month by central jails and on the 5th by district jails]

General Contingent Bill

District of

Detailed Bill for Contingent Charges of the Jail

Numbers, dates and amounts of Abstract Bills, by which drawn from Treasury, viz —

Month of

19

Number of bill	Date on which cashed	Amount Rs	Amount P	Total drawn	Refunded	Net amount accounted for in this bill

		Rs	P.
Head of service chargeable	Public Works		
	Dietary charges		
	Hospital charges .. .		
	Clothing and bedding of prisoners .. .		
Jails ..	Sanitation charges		
	Charges for moving prisoners		
	Miscellaneous services and supplies		
	Contingencies		
	Extraordinary charges for live stock, tools and plant ..		
	Total ..		

West Bengal Jail Return No. 10.

Numbers of sub-vouchers.	Main head and sub-head to which chargeable.	Description of charges and date of authority when sanction is required. —(*Quantities and prices of the articles charged for to be given*) Items to be arranged according to classification ordered by Government (*vide* Rule 1339, Jail Code), with a total for each sub-head and major head.	Amount of each item.	Total of each heading.	For use in Accountant-General's Office.
			Rs. P.	Rs. P.	Rs. P.
		PUBLIC WORKS.			
		For construction			
		(*Vide* I.G. of Prisons' sanction No. , dated 19 .)			
		For repairs			
		(*Vide* I.G. of Prisons' sanction No. , dated 19 .)			
		Total for Public Works ..			
			Carried over		

West Bengal Jail Return No. 10.

Numbers of sub-vouchers.	Main head and sub-head to which chargeable.	Description of charges and date of authority when sanction is required. —(*Quantities and prices of the articles charged for to be given*) Items to be arranged according to classification ordered by Government (*vide* Rule 1339, Jail Code), with a total for each sub-head and major head.	Amount of each item	Total of each heading.	For use in Accountant-General's Office.
			Rs. P.	Rs P.	Rs. P.
		Total brought forward ..			
		Add value of articles received from the manufacture department of the jail			
		Ditto ditto from other jails			
		Ditto ditto from other departments as per vouchers attached			
		Total of Bill, Rupees .			

I certify that the expenditure charged in this bill could not with due regard to the interests of the public service, be avoided. I certify that to the best of my knowledge and belief, the payments entered in this bill have been duly made to the parties entitled to receive them Vouchers for all sums above Rs 25 in amount are attached to this bill I have as far as possible obtained vouchers for other sums and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again

(2) Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the Stock Register

(3) Certified that the purchases billed for have been received in good order, that their quantities correct, and their quality good that the rates paid for are not in excess of the accepted and the market rates and that suitable notes of payments have been recorded against the indents and invoices concerned to prevent double payments.

(4) Certified that—

(*a*) the expenditure on conveyance hire charged in this bill in terms of rule 82 of West Bengal Financial Rules—Appendix 11 to the West Bengal Financial Rules was actually incurred, was unavoidable, and is within the scheduled scale of charges for the conveyance used, and

(*b*) the Government servant concerned is not entitled to draw travelling allowance, under the ordinary rules for the journey, and that he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

(5) Certified that all inferior servants whose pay has been charged in this bill were actually entertained in Government Service during the period concerned.

Superintendent of the————————*Jail*

The————————*19* .

Deduct amount disallowed under head Sub-voucher No . ..

Total, disallowed ..

Net Total of Bill, Rupees.

West Bengal Jail Return No 10—*continued*
West Bengal Form No 5033—*continued*

Budget Grant.	Public Works		Other heads.	
	Rs	P	Rs	P.
Allotment for 19 .				
Expenditure from 1st April including this bill.				
Balance available ..				

No

PASSED FOR RUPEES

I certify that in support of every charge of more than Rs 25 made in this bill a receipt or other voucher in proper form has been given to me and is now in my possession The receipts and vouchers for items in excess of Rs 100 are attached to the bill and I am personally responsible that the receipt and vouchers for all other items or more than Rs 25 are in proper form and order and that they have been so cancelled that they cannot again be used to support claims against the Government All work bills are also appended

CALCUTTA,

The——————*19* .

Personal Assistant,

For *Inspector-General of Prisons, West Bengal.*

Form No 5033
W B Return No 10

Contingent Bill of the——*Jail*

For the month of 19

Despatched 19

Received 19

West Bengal Jail Return No. 10A.
West Bengal Form No 5034

Numbers of sub-vouchers	Main head and sub-head to which chargeable	Description of charges and date of authority when sanction is required —(*Quantities and prices of the articles charged for to be given*) Items to be arranged according to classification ordered by Government (*vide* Rule 1339, Jail Code), with a total for each sub-head and major head	Amount of each item		Total of each heading		For use in Accountant-General's Office
			Rs	P	Rs	P	
		Brought forward ..					
		Carried over ..					

West Bengal Jail Return No 14
West Bengal Form No. 5151.

Statement of Jails Supplies made to Departments other than Jail in or out of the State during——————————19

(To accompany countersigned invoices)

Serial No.	Invoice No	Officers to whom supplied	Value of articles supplied		Packing and other charges		Total or aggregate recoverable cost	
1	2	3	4		5		6	
			Rs	P	Rs	P	Rs	P

——————————Jail,

The——————————19 *Jailor.* *Superintendent.*

West Bengal Form No. 5152.
West Bengal Jail Return No. 15.

[To be submitted on the 15th of each month.]

Application for sanction to employment of Extra Establishment in the——————Jail.

N.B.—Extra establishment cannot be retained beyond the period for which sanctioned without a fresh application showing the necessity for the continuance of the services of those entertained

Extra Establishment											Fixed Establishment.				
Employed during the month of 19						Now required									
Details of Establishment employed or proposed	Number of individuals	Periods employed		Rate of pay,	Amount paid	Number and date of sanction	Number required	Proposed period of employment		Proposed rate of pay	Explanation of the circumstances necessitating this employment	Description of establishment	Sanctioned strength	Not available for duty	On duty to-day	Remarks (Explanation of entries in column 8)
		From	To					From	To							

	Rs.	P.
Allotment under "Extra Establishment" for the current financial year		
Expenditure incurred up to date		
Balance ..		

No .

Forwarded to the Inspector-General of Prisons, West Bengal, for favour of sanction.

——————Jail;

The 19 .

Jailor.

Superintendent.

West Bengal Form No. 5040.
Return No. 17

Account of the Dietary and other Reserve Stock of the——————————

Jail for the month of——————19

Serial No	Name of stock	Remaining in stock on the last day of the previous month	Purchased or received into store during the month	Total	Issued or lost or rendered unserviceable during the month	Balance on the last day of the month	Remarks.
1	Rice uncleaned						
2	Do cleaned						
3	Wheat						
4	Do. attah						
5	Arhar pulse						
6	Do dal						
7	Masoor pulse						
8	Do dal						
9	Gram pulse						
10	Do dal						
11	Muttar pulse						
12	Do dal						
13	Kalai pulse						
14	Do dal						
15	Salt						
16	Coal						
17	Kerosene oil*						

*Number of lantern lit

N.B—An explanation as to why the articles were rendered unserviceable or lost should be given in the column of remarks

All such entries to be made in red ink.

The——————19 *Jailor.* *Superintendent.*

West Bengal Jail Return No. 17A

West Bengal Form No. 5150.
West Bengal Jail Return No. 17A.

Dairy Account of the——————————Jail

A.—Details of Live Stock. **B. Milk and Dahl**

	Bulls			Bullocks			Cows			Calves						Total value of stock.		
										Male			Female					
	No	Value or cost		No	Value or cost		No	Value or cost		No	Value or cost		No	Value or cost		No	Value or cost	
		Rs	P		Rs.	P		Rs	P.		Rs	P		Rs	P		Rs	P.
Remaining from last month																		
Received by purchase																		
Do from other Jails																		
Born																		
Calves transferred to columns for bulls, bullocks, or cows on reaching maturity																		
Total																		
Disposed of by sale																		
Died																		
Sent to other Jails																		
Transferred from columns for calves, as above on reaching maturity																		
Total disposed of																		
Remaining at end of the month																		

Note.—The cost of maintenance of bullocks employed as draught cattle in agriculture, irrigation or for sale will be charged in the dairy accounts Count every two calves as one head of cattle divide the of working bullocks

*This should include value of live-stock purchased, expenditure on cattle-sheds and pay of cowkey

——————————Jail,

The——————————*19*

for the month of——————————————**19**

Account. **C.—Dairy Profit or loss.**

NUMBER OF BULLOCKS EMPLOYED IN AGRICULTURE, IRRIGATION OR CARTAGE.

Daily average number of cows giving milk.

	Quantity.		Value at market rate	
	Kg	Gm.	Rs.	Paise.
Milk yielded during the month				
			Kg.	Gm.
Average daily yield of milk per cow.				
Quantity of milk issued to hospital.				
Quantity of milk issued to Convalescent and special gang				
Quantity of milk issued to Ordinary prisoners.				
Quantity of milk issued to be made into Dahi.				
Total of milk issued .				
Quantity of Dahi produced.				
Quantity of Dahi issued to hospital.				
Quantity of Dahi issued to convalescent or special gang.				
Quantity of Dahi issued to ordinary prisoners.				
Total of Dahi issued ..				

DEBITS.			
Value of live stock at beginning of month.			
Value of other live stock at beginning of month.			
Expenditure incurred*			
Value of live stock received from other Jails.			
Value of issue of food stuff			
Total Debits .			
CREDITS.			
Value of yield of milk .			
Realized from sale of cattle.			
Expenditure incurred on working bullocks.			
Value of live stock at end of month.			
Value of other live stock at end of month.			
Value of livestock transferred to other Jails.			
Total Credits .			
Difference between Credits and Debits being profit or loss.			

cartage will not be a charge against the dairy profits, but the maintenance of bullocks unemployed or kept
total expenditure for maintenance of the dairy by total head of cattle and multiply result by number

Jailor. *Superintendent.*

West Bengal Form No. 5041.
West Bengal Jail Return No. 18.

[To be submitted on the 31st July of each year.]

BUDGET ESTIMATE 19 -19 .

GENERAL DEPARTMENT.

Expenditure and Receipts for the year from 1st April, 19 to 31st March, 19 for the Jail at

EXPENDITURE

	Actuals			Current year's budget estimate	First three months' actuals of current year	Revised estimate for current year	New budget 19	No and date of orders sanctioning fixed and extra establishment now estimated for	Remarks— Showing the cause of increase or decrease under each head of charge as compared with the budget grant for the current year (Explanation to be given in details)
	19	19	19						
Pay of officers.									
Superintendents									
Deputy Superintendents									
Medical Officers									
Jailors									
Total pay of officers									
Pay of establishment.									
Welfare Officers and Deputy Jailors									
Clerical, Educational, Mechanical and other establishments									
Warder establishment—									
Permanent watch and ward									
Temporary watch and ward									
Menial and other establishments—									
Permanent servants									
Temporary servants									
Medical establishment—									
Non-gazetted Medical Officers ..									
Compounders and dressers									
Total pay of establishment ..									

West Bengal Form No. 5041—*continued.*
West Bengal Jail Return No. 18—*continued.*

GENERAL DEPARTMENT—*concluded.*

	Actuals			Current year's budget estimate	First three months' actuals of current year	Revised estimate for current year	New budget 19	No and date of orders sanctioning fixed and extra establishment now estimated for	Remarks— Showing the cause of increase or decrease under each head of charge as compared with the budget grant for the current year (Explanation to be given in details)
	19	19	19						
Allowances, Honoraria, etc.									
Travelling allowance									
House rent and other allowances									
Cost of railway warrants									
Total allowances honoraria, etc									
Contingencies.									
Clothing and bedding of prisoners									
Dietary charges									
Extraordinary charges for live-stock, tools and plant									
Hospital charges									
Miscellaneous services and supplies									
Sanitation charges									
Freight charges									
Charges for moving prisoners (in cash)									
Charges for moving prisoners by railway warrants									
Purchase of books									
Petty construction and repairs									
Rents, rates and taxes									
Other contingent charges									
Total contingencies ..									
Total Genera Department ..									

West Bengal Form No. 5041—*continued.*
West Bengal Jail Return No 18—*continued.*

MANUFACTORY DEPARTMENT.

Heads	Actuals 19	Actuals 19	Actuals 19	Current year's budget estimate	First three months' actuals of current year	Revised estimate for current year	New budget 19	No and date of orders sanctioning fixed or temporary establishment now estimated for	Remarks— Showing the cause of increase or decrease under each head of charge as compared with the budget grant for the current year (Explanation to be given in details)
Jail Manufactures									
Pay of officers									
Manager, Jail Depot									
Pay of Establishment									
Skilled labour Clerks Servants Temporary establishment									
Total pay of establishment									
Allowances, Honoraria, etc									
Travelling allowance									
House rent and other allowances									
Total allowances, honoraria, etc									
Contingencies									
Freight charges									
Cost price of articles supplied for sale—Jail Depot									
Purchase of raw materials (actual gross expenditure as met from the amounts drawn from the Treasury as well as actual gross expenditure on account of purchase of supplies from other Jails)									
Purchase of tools and plant									
Total									
Purchase of books									
Rent rates and taxes									
Other contingent charges									
Total Contingencies									
Deduct—Establishment charges recoverable from other Governments, Departments, etc.									
Deduct—Recoveries on account of Supplies to Jails									
Total Jail Manufactures									

1. *Note*—The annual increments of pay which will be due within the course of the financial year should be taken into account in framing the budget estimate for the year
2. *Note*—Separate provision should be made for each detailed head and not in lump for two or more heads

West Bengal Form No. 5041—*concluded*.
West Bengal Jail Return No. 18—*concluded*.

MANUFACTORY DEPARTMENT—*concluded*.

Heads	Actuals. 19	19	19	Current year's budget estimate	First three months' actuals of current year	Revised estimate for current year	New budget, 19	No and date of orders sanctioning fixed or temporary establishment now estimated for	Remarks— Showing the cause of increase or decrease under each head of charge as compared with the budget grant for the current year. (Explanation to be given in details)
	Receipts.								
JAILS									
Hire of convicts									
Miscellaneous									
Jail Manufactures.									
Sale proceeds of jail manufactures									
Miscellaneous									
***Recoveries of overpayment.**									
Total receipts									
Deduct Refunds									
Net total									

*To include recoveries on account of overpayments in previous years

_____ Jail,

The _____ 19 .

Jailor/Dy. Superintendent. *Superintendent.*

West Bengal Form No 5042
West Bengal Jail Return No 20

[To be submitted to the Inspector-General in duplicate on the 10th of each month by Central Jails and on the 5th by District Jails

MANUFACTORY CONTINGENT BILL

District of | Detailed Bill for manufactory Contingent Charges of the* Jail Dates on which drawn from Treasury and amount of each abstract bill | Month of 19

No of abstract bill	Date when cashed	Amount Rs	Amount P	Total	Refunded	Net amount accounted for in this bill

Head of Service chargeable | ? Jail —Jail Manufacture—

Numbers of ub-	For what manufacture	Description of charges and date of authority when sanction is required —(*All charges to be classified according to the manufacture to which they belong and quantities and prices to be given*)	Amount of each item Rs	P	Total for each manufacture Rs	P	For use in Accountant General's Office
		Carried over					

*District of Central.

West Bengal Form No. 5042—*concluded.*

West Bengal Jail Return No. 20—*concluded.*

Number of Sub-voucher.	For what manufacture.	Description of charges and date of authority when sanction is required.	amount each item.		Total for each manufacture.		For use in Accountant-General's Office.
			Rs.	P.	Rs.	P.	
		Brought forward ..					
		Addl. value of article received from the manufacture department of other Jails.					
		Cost of articles purchased by transfer in accounts from other Departments as per vouchers attached.					
		Total of Bill. Rupees ..					

I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I certify that to the best of my knowledge and belief, the payments entered in this bill have been duly made to the parties entitled to receive them. Vouchers for all sums above Rs. 25 in amount are attached to this bill. I have, as far as possible, obtained vouchers for other sums and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again.

(2) Certified that all the articels detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the Stock Register.

(3) Certified that the purchases billed for have been received in good order, that their quantities correct, and their quality good that the rates paid for are not in excess of the accepted and the market rates and that suitable notes of payments have been recorded against the indents and invoices concerned to prevent double payments.

(4) Certified that :—

(*a*) the expenditure on conveyance hire charged in this bill in terms of rule 82 of W. B. F. R.—Appendix II to the West Bengal Financial Rules was actually incurred, was unavoidable, and is within the scheduled scale of charges for the conveyance used, and

(*b*) the Government servant concerned is not entitle draw travelling allowance under the ordinary rules for the journey, and that he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

(5) Certified that all inferior servants whose pay has been charged in this bill were actually entertained in Government service during the period concerned

Dated the 19 *Superintendent of the* *Jail*

Deduct amount disallowed under head Sub-voucher No

Do. do. do ,, .

Do. do. do. ,, .

Do. do. do. ,, ..

Total disallowed ..

Net Total of Bill, Rupees ..

BUDGET GRANT.

Allotment for 19 -19 Rupees .. ..

Expenditure from 1st April including this bill .. ..Rs.

Balance available, Rupees ..

West Bengal Form No. 5042—*concluded*
West Bengal Jail Rreturn No 20—*concluded*

No

PASSED FOR RUPEES

I certify that in support of every charge of more than Rs 25 made in this bill, a receipt or other voucher in proper from has been given to me and is now in my possession The receipts and vouchers for items in excess of Rs 100 are attached to the bill and I am personally responsible that the receipts and vouchers for all other items of more than Rs 25 are in proper form and order and that they have been so cancelled that they cannot again be used to support claims against the Government All work bills are also appended

Calcutta,

The————————*19*

Personal Assistant

for *Inspector General of Prisons, West Bengal*

West Bengal Jail Return No 20

MANUFACTORY BILL

OF THE

Jail

For the month of 19

Despatched 19

Received 19

Returned for correction 19

Received back 19

Memo of advice to Superintendent of Jail No Date

Forwarded countersigned to Accountant General, West Bengal, on

The *19*

West Bengal Form No. 5043.
West Bengal Jail Return No. 20A.

Detailed Bill for Manufactory Charges.

Numbers of Sub-vouchers.	For what manufacture	Description of charges and date of authority when sanction is required —(*All charges to be classified according to the manufacture to which they belong, and quantities and prices to be given*)	Amount of each item.		Total for each manufacture		For use in Accountant-General's Office
			Rs	P.	Rs	P.	
		Brought forward					
		Carried over					

West Bengal Form No. 5044.
West Bengal Jail Return No 22

[To be submitted on the 10th of each month by Central Jails and on the 5th by District Jails]

Statement showing actual cost and market value of goods manufactured for Jails Supplies" in the..... .....Jail during the month of.....19...

Invoice No / Date	Names of Jails supplied including manufacturing Jail	Description of goods supplied	Main and sub-head of charge to which debitable *	Number, quantity or weight of articles supplied in kilograms	Cost of material, being actual outlay either by book transfer or cash purchase		Market value of goods		Remarks.
					Rs.	P	Rs	P	

Vide Schedule in Chapter XLII, Jail Code.

Countersigned invoices to accompany this return.

.....Jail.

he.....19 . *Jailor.* *Superintendent.*

West Bengal Form No. 5045.
West Bengal Jail Return No. 23—Part A.

[To be submitted by the 15th of each month.]

A.—Account of the raw materials and manufactured articles of the ....Jail for the month of 19 .

Serial number	Items of stock *	Remaining in stock on the last day of the previous month	Purchased or received into store during the month	Total	Issued, disposed of or lost or rendered unserviceable during the month	Balance on the last day of the month	Remarks
1	2	3	4	5	6	7	8

N.B—An explanation as to why the articles were rendered unserviceable or lost should be given in the column of remarks All such entries to be made in red ink

*To be arranged under the following heads —

Section I—Raw materials or manufactured articles Section II—Dead and live stock

Section III—Public Works

Under each section the items should be classed according to the manufacturers to which they relate

.... Jail

The... ....19 *Jailor* *Superintendent*

West Bengal Form No 5153
West Bengal Jail Return No 23—Part B

[To be submitted on the 20th January, April, July and October.]

(B).—Return of Outstanding Dues for Sales on Credit of manufactured articles for the quarter of 19 .

Date of sale.	Person indebted	Amount due		Page of credit ledger	Action taken to recover debts due for more than a month
		Rs	P.		
	Total				

.....Jail.

The.....19 *Jailor.* *Superintendent of the Jail.*

West Bengal Jail Return No. 26.

(To be maintained in manuscript.)

[To be submitted on the 1st April of each year by central jails only.]

***Estimate** of the probable cost of stores required from foreign countries for the Head of Service "22—Jails," the payment for which will probably fall within the financial year 19 -19 .*

Total estimated cost of stores .. ..

Total estimated cost of freight .. ..

——————Jail ;
Tho——————19

Jailor. *Superintendent.*

[*Foolscap Folio.*]

West Bengal Form No. 5046.
West Bengal Jail Return No. 27.

[To be submitted to the Magistrate on the 1st and 16th of each month.]

Statment of Under-trial Prisoners not committed to the Sessions who have been in Jail more than a Fortnight, and of Under-trial Prisoners who have been sent to Court and not returned, of whose discharge or release on bail in Court Notification has been received in accordance with Jail Code Rule No. 915. The latter should be entered in red ink.

Name of Magistrate.	Name of prisoner.	Offence charged.	Date of admission.	Dates on which each prisoner has been sent to Court.	Date fixed for next appearance in Court.	Explanation delay, if know

——————Jail,

The——————-19 *Jailor.* *Superintendent.*

West Bengal Form No. 5047.
West Bengal Jail Return No. 28.

[To be submitted by Sub-Jails to District Jails on the 4th of eah month and by District Jails to Central Jails on the 7th of each month.]

Return of all Changes of the Warder Establishment and Punishments, Judicial or Departmental, inflicted on Head Warders or Warders of the——————Jail and affiliated Subsidiary Jails during the Month of——————19

PART I—Casualties other than leave.

[W. B. J. Return No. 28.]

Name.	Circle number.	Rank and grade.	Whether transferred, received by transfer, promoted, degraded, died, absconded, discharged or retired.	Jail to which transferred, or from which received, or at which casualty occurred.	Date of arrival or departure or of casualty.	Number and date of authority sanctioning promotion or degradation, discharge or retirement.	If died, absconded, discharged or retired, date of cessation of service.	Remarks.

PART II—Leave.

Name.	Circle number.	Rank and g ade.	Jail from which leave was taken.	Nature of leave sanctioned.	Number and date of authority sanctioning leave.	Period of leave sanctioned.	Date of probable date of departure.	Date of probable date of return.	Remarks.

Note.—In Part II show the names of all Head Warders and warders who (*i*) returned from or departed on leave during the month; (*ii*) are on leave granted in previous months. (*iii*) have been granted leave but have not yet availed themselves of it.

West Bengal Form No. 5047—*concluded.*
West Bengal Jail Return No. 28—*concluded.*

PART III—Offences and Punishments.

Name.	Circle number.	Rank and grade	Jail or Subsidiary Jail at which offence was committed	Date of punishment	Offence	Punishment with serial number	Authority ordering punishment.	Whether dismissed or not in addition to judicial punishment.

(*For use in the Central Jail.*)

Received on the 19 .

Entries copied into Service Registers on the 19 .

Deputy Jailor

Forwarded to the Superintendent of the Central/District Jail All entries in this return that relate to this Jail have been made in the Service Register, Service Books and Service Records of the officers concerned.

Superintendent.

JAIL.

The 19 .

West Bengal Form No. 5048.
West Bengal Jail Return No. 29.

TABLE A.—Monthly Return of sick Prisoners (All classes) of the Jails in West Bengal for the month of——————19

Daily average strength——————Daily average sick——————

NOTE—Deaths occurring outside the hospital or debited from other Jails should be included in the Return with specific remarks as a foot note.

Jails.	Daily average strength	Influenza.		Cholera.		Small-pox.		Enteric fever.	
		Admission.	Deaths.	Admission.	Deaths.	Admission.	Deaths.	Admission.	Deaths.
1	2	3	4	5	6	7	8	9	10

Jails.	Daily average strength.	Malaria.		Sandfly fever.		Cerebro-spinal Meningitis.		Dengue.	
		Admission.	Deaths.	Admission.	Deaths.	Admission.	Deaths.	Admission.	Deaths.
1	2	11	12	13	14	15	16	17	18

Jails	Daily average. strength.	Pyrexia of uncertain origin.		Tubercle of the lungs.		Pneumonia.		Respiratory Diseases excluding tubercle of lun and Pneumonia	
		Admission.	Deaths.	Admission.	Deaths.	Admisson.	Deaths.	Admission.	Deaths
1	2	19	20	21	22	23	24	25	26

West Bengal Form No. 5048—*concluded.*
West Bengal Jail Return No. R—*concluded.*

TABLE A—*concluded.*

Jails.	Daily average strength.	Dysentery.		Diarrhoea.		Hepatic diseases.		Spleen diseases.	
		Admission.	Deaths.	Admission.	Deaths.	Admission.	Deaths.	Admission.	Deaths.
1	2	27	28	29	30	31	32	33	34

Jails.	Daily average strength.	Scurvy.		Other deficiency diseases.		Anaemia		Debility (cause not ascertained).	
		Admission	Deaths.	Admission.	Deaths.	Admission.	Deaths.	Admission.	Deaths.
1	2	35	36	37	38	39	40	41	42

Jails.	Daily average strength.	Abscess of areolar tissue.		Boil		Ulcer		Helminthic infection.	
		Admission.	Deaths.	Admission	Deaths.	Admission	Deaths.	Admission.	Deaths.
1	2	43	44	45	46	47	48	49	50

Jails	Daily average strength.	Phagedena slough and Gangrene.		Other Tubercular Diseases.		All other causes		All causes.		
		Admission.	Deaths	Admission	Deaths.	Admission.	Deaths.	Admission.	Deaths.	Daily average sick.
1	2	51	52	53	54	55	56	57	58	59

West Bengal Form No. 5149.

Register-Return showing the result of Target Practice held in the Jail

at _____ during the year 19 .

Serial No.	Circle No. and Name of the head warder or warder		Rank and pay.	46 Metres										Total	69 Metres										Total	91 Metres.										Total.	Grand total	Initial of officer supervising the practice	Remarks.
	Circle No.	Name.		1	2	3	4	5	6	7	8	9	10		1	2	3	4	5	6	7	8	9	10		1	2	3	4	5	6	7	8	9	10				

_____ Jail.

The _____ *19* .

Jailor.

Superintendent.

West Bengal Form No. 5052.

West Bengal Jail Annual Return No. 1.

(PART 1).—GENERAL SUMMARY.

Showing the distribution of Prisoners of all classes confined in the_____Jail during the year 19 .

1	2			3			4			5			6			7			8		
Class of prisoners.	Remained at the commencement of the year.			Received during the year			Total			Discharged from all causes.			Remaining at the end of the year.			Daily average number of each class.			Total daily average of the whole jail.		
	M.	F.	Total.	M	F.	Total.	M	F	Total	M.	F.	Total.	M.	F.	Total.	M.	F.	Total.	M.	F.	Total.
Convicts																					
Under-trial ..																					
Civil .																					
Detenue .																					
Total																					

_____Jail.

*The*_____*19* .

Jailor.

Superintendent.

(PART 2)—STATEMENT No. I—(JUDICIAL)—(FOR CONVICTS ONLY).

Showing the Number and Disposal of the Convicts in the ——————— Jail during the year 19 .

1		2		3		4										5			6		7			
						RECEIVED BY TRANSFER													Transferred to other Jails		Released during the year.			
						A.						B									A.		B.	
Remained at the close of the previous year.		Imprisoned during the present year.		Total		To undergo sentence.						In transit for transfer to other Jails.				Grand Total			To undergo sentence		On appeal		On expiry of sentence including prisoners released on payment of fine and also on bail if not re-admitted	
						From Jails in the State		From Subsidiary Jails to District Jails in the State.		From Jails outside the State		From Jails in the State.		From Jails outside the State										
M.	F.	M.	F.	M.	F.	M.	F	M	F	M.	F	M	F	M.	F	Males.	Females	Total	M.	F.	M.	F.	M.	F.

Statement No. 1—(Judicial)—*Concluded*

7—*concld.*						8		9		10		11		12		13		
Released during the year—*concld.*																		
C.		D.																
		By order of Government.																
Under remission rules.		a.		b.		Transferred to Mental Hospital		Escaped		Executed		Died		Remaining at the close of the present year		Daily average number. [*See* Part B, Quarterly Return No. 1.]		
		On account of sickness.		On other grounds														
M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	Males.	Females.	Total.

West Bengal Form No. 5052—*continued.*

West Bengal Jail Annual Return No. 1—*continued.*

(PART 3)—STATEMENT No. II—(JUDICIAL)—(FOR CONVICTS ONLY).

Showing the Religion, Age, state of education and Previous Occupation of the Convicts admitted into the Jail during the year 19 .

1												2											
RELIGION.												AGE.											
A.				B.		C.		D.		E.		A.		B.		C.		D.		E.		F.	
Christians.				Muslims.		Hindus and Sikhs.		Buddhists and Jains.		All other classes		Under 18 years.		18 to 21 years.		22 to 30 years.		31 to 40 years.		41 to 60 years.		Above 60 years.	
a.		*b.*																					
Foreign.		Indian.																					
M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.

STATEMENT No. II (JUDICIAL)—*Concluded*

3						4											5		
STATE OF EDUCATION.						PREVIOUS OCCUPATION.											Total.		
A.		B.		C.		Of males.							Of females.						
Able to read and write.		Able to read only.		Illiterate.		A.	B.	C.	D.	E.	F.	G.	H.	I	J.	K.			
						Persons employed under Government, Municipal or other local authorities.	Professional persons.	Persons in service or performing personal office, etc.	Persons engaged in agriculture and with animals	Persons engaged in commerce and trade.	Persons employed in mechanical arts, manufactures, etc.	Miscellaneous persons not classed otherwise.	Married.	Unmarried.	Widows.	Prostitutes.			
M.	F.	M.	F.	M.	F.												M.	F.	Total.

West Bengal Form No. 5052—*concluded.*

West Bengal Jail Annual Return No 1—*concluded.*

(PART 4)—STATEMENT No. III—(JUDICIAL)—(FOR CONVICTS ONLY).

Showing the Convicts admitted into the——————Jail during the year 19 , and those remaining on the 31st December of that year, according to the nature and length of sentences.

1	2																		3		
Nature of imprisonment.	Number according to the length of sentence.																		Total.		
	A. Not exceeding one month.		B. Above one month and not exceeding three months		C. Above three months and not exceeding six months		D. Above six months and not exceeding one year.		E. Above one year and not exceeding two years		F. Above two years and not exceeding five years.		G. Above five years and not exceeding ten years.		H. Exceeding ten years.		I. Sentenced to imprisonment for life.		J. Sentenced to death.				
	M.	F.	M.	F.	M.	F	M	F.	M.	F.	M.	F	M	F.	M.	F.	M.	F.	M.	F.	M.	F.	Total.
A—Prisoners sentenced to simple imprisonment.																							
B—Prisoners sentenced to rigorous imprisonment.*																							
C—Prisoners sentenced to rigorous imprisonment, with solitary confinement.																							
Total of admissions																							
Total remaining on 31st December 19 †																							

*Including prisoners sentenced to life imprisonment or death.

†To agree with column 18 of Part I-A of Return No 1, for the 4th quarter of the year under report.

——————Jail.

The——————19 .

Jailor.

Superintendent.

West Bengal Form No. 5053.

West Bengal Jail Annual Return No 2.

(PART 1)—STATEMENT No. IV—(JUDICIAL)—(FOR CONVICTS ONLY).

Showing the Habitual Criminals admitted into the——————Jail during the year 19 , who have been convicted of offences indicating Habitual Criminality.

Number admitted during the year.			2									3			4					
			A		B						C				Youthful offenders under 15 years of age (Reformatory Schools Act, 1897).					
			Number imprisoned for the first time in default of finding security under section 110, Criminal Procedure Code, and classified as habituals.		Number imprisoned in default of finding security under section 110 of the Criminal Procedure Code or convicted under Chapters XII, XVI, XVII and XVIII, of the Indian Penal Code, with previous convictions under any of these chapters or under section 110 of the Criminal Procedure Code, and classified as habituals.						Total			Ratio per cent. of column 2-C to column 1.			A			B		
					Once previously convicted.		Twice previously convicted.		More than twice previously convicted.						Number admitted during the year.			Number who are habitual criminals and are already included in column 2.		
Male.	Female.	Total.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.

(PART 2)—STATEMENT—(FOR CONVICTS ONLY).

Giving particulars regarding the identification of Habitual Criminals admitted into the————————Jail during the year 19 .

Number of convicts in column 2 (Part 1 of the statement) identified as "habituals" before conviction and classified as such by the convicting courts			Number of convicts in column 2 (Part 1 of the statement) classified as habituals" by the District Magistrate or Magistrates especially empowered (not being the convicting court)			Number in column 2 (Part 1 of the statement) classified as "habituals" by the Jail Superintendent.		
1			2			3		
Male.	Female.	Total	Male.	Female.	Total.	Male.	Female.	Total.

————————Jail

The————————19 .

Jailor.

Superintendent.

West Bengal Form No. 5053– *continued.*

West Bengal Jail Annual Return No. 2—*continued.*

(PART 3)—STATEMENT No. V—(JUDICIAL).

Showing the Escapes and Re-capture of Prisoners in the ———— Jail during the year 19 .

1	2	3						4						5						6								7
Class of Prisoners.	Remaining uncaptured on 31st December 19 of those who escaped during the previous ten years.	Escaped during the year.						Re-captured during the year						Remaining uncaptured						Unexpired portion of sentence of those who escaped during the year 19 .								Punishment awarded for escaping to those re-captured during the year
		From inside the Jail.		From outside the Jail.		Total.		Of those who escaped in previous years.		Of those who escaped during the year.		Total number of re-captures		Of previous years.		Of the year		Total number of prisoners remaining uncaptured.		One year and under.		Above one year and under seven years.		Seven years and above.		Remaining portion of life.		
	M. F.	M.	F.	M	F	M.	F.	M.	F.	M	F.	M.	F.	M	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	
Civil ..																												
Under-trial ..																												
Convicted ..																												
Total																												

Attempts at escape and prisoners escapted from the custody of police in transit, etc., between jails, or subsidiary jails, or from Magistrate's camp, should not be shown in this statement.

Brief account of the circumstances of each escape with date, the names and rank of the officers held to be in Default, and the punishment, either judicial or departmental, awarded to each should be given.

———— Jail.

The ———— *19* .

Jailor.

Superintendent.

(Part 4)—STATEMENT No. VI—(JUDICIAL)—(For Convicts only).

Showing the offences committed by the convicts and the punishments inflicted on them in this Jail during the year 19 .

1	2	3											4	5	
		Offences dealt with by Superintendent											Punishments inflicted.		
		A		B		C		D		E				By Superintendent.	
Daily average population.	Offences dealt with by Criminal Courts.	Relating to work		Relating to prohibited articles		assaults, mutiny and escapes		All other breaches of Jail Rules		Total			By Criminal Courts	Minor.	
		1	2	1	2	1	2	1	2	1	2	3		A	B
		Dealt with by minor punishments.	Dealt with by major punishments	Dealt with by minor punishments	Dealt with by major punishments	Dealt with by minor punishments	Dealt with by major punishments	Dealt with by minor punishments	Dealt with by major punishments	Dealt with by minor punishments	Dealt with by major punishments	Total of offences		Warning	Separate cellular and solitary confinement.

STATEMENT No. VI—(JUDICIAL)—*concluded.*

5—*concluded.*			6					7	8	9	10
Punishments inflicted—*concluded*											
By Superintendent—*concluded*											
Minor—*concluded.*			Major					Grand total of punishments, columns 5E and 6E	Ratio of column 5E to column 1.	Ratio of column 6E to column 1.	Ratio of column 7 to column 1.
C	D	E	A	B	C	D	E				
Hand cuffing and link-fetters.	Other punishments.	Total	Separate and solitary confinement	Fetters and hand-cuffing behind	Combination of minor punishments	Other punishments	Total				

_____ Jail,

_____ *Jailor.*

Superintendent.

The _____

(Part 5)—STATEMENT.

Showing the offences committed by and punishments inflicted on the A and B class convicts in the—— ———— Jail during the year 19 .

1		2		3		4		5		6		7		8		9		10		11		12	
Daily average population		Offences dealt with by Superintendent										Punishments inflicted						Ratio of column 7 to column 1		Ratio of column 8 to column 1		Ratio of column 8 to column 1	
		Relating to work		Relating to prohibited articles		Relating to assaults mutiny and escapes		All other breaches of Jail Rules		Total		Minor		Major		Total							
A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B
Total																							

N B—In how many cases were fetters imposed during the year for safe custody under Sections 56 and 57, Act IX, 1896.

———————Jail

The————————*19*

Jailor

Superintendent.

West Bengal Jail Annual Return No. 4

West Bengal Form No. 5055.

West Bengal Jail Annual Return No. 4.

STATEMENT No. IX—(Financial).

Showing the Expenditure incurred in Guarding and Maintaining the Prisoners in the ——————— Jail during the year 19 .

1	2				3									
Quarter.	Aggregate number of Prisoners as per Part IB of Quarterly Return No 1 or 19 .				Dieting charges.									
					A		B.		C.		D		E.	
	Convict.	Under-trial	Civil	Total.	Rations		Miscellaneous dieting charges		Garden and agricultural expenses.		Proportion of diary expenses		Total cost.	
					Rs	p	Rs	p.	Rs	p.	Rs.	p.	Rs.	p.
1st Quarter .. A B C														
2nd Quarter .. A B C														
3rd Quarter .. A B C														
4th Quarter .. A B C														
Total ..														
Daily average number of prisoners														

*Add value of provisions (not clothing) in store at the close of last year and issued during the year *Vide* column 3 of the Monthly Return No 17 for the first month of the year	
Grand Total	
Deduct value of provisions (not clothing) in store on the last day of the year—*Vide* column 7 of Monthly Return No 17 for the last month of the year	
Deduct value of dairy products or old stock sold and at Central Jails value of unused articles transferred from other Jails	
Actual expenditure incurred during the year	
Cost per head of average strength	

Note—The total amount of money drawn from the Treasury during the 12 months of the year from January to December for rations, hospital charges, etc., should be shown against (A) in columns 3 to 14 respectively If the charges for December of the year under report are drawn in the following January the amount should nevertheless be shown. The value of articles received from the Manufacture Department of a jail for consumption in the same jail, should be shown against (B) and of articles received from other jails during the year against (C)

*The value of articles such as rice dal oil condiments and the like in store at the close of the last year should also be added to the present year, in which such articles were consumed

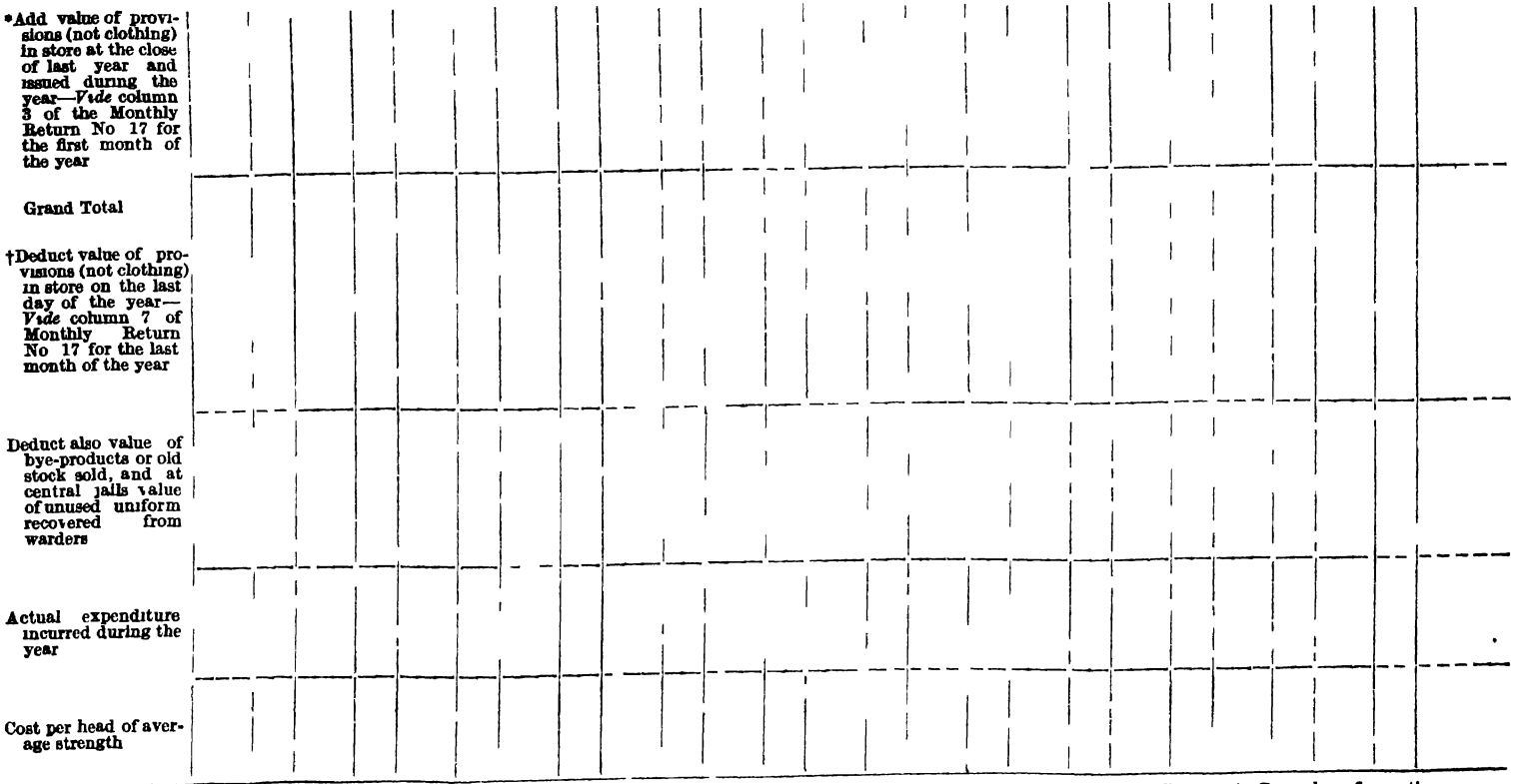
Similarly the value of articles remaining in hand at the close of the year should be deducted from the grand total of the expenditure for the year

The average cost per head should be calculated in columns 3 and 16 and 18 after deducting the *Civil Prisoners.*

STATEMENT No. IX—(Financial)—*continued*

Showing the Expenditure incurred in Guarding and Maintaining the Prisoners in the——————Jail during the year 19

Quarter		4												5								6
		Establishment.												Hospital charges								
		A Allowance to Superintendent and Medical Officer		B Fixed executive staff		C Warder establishment		D. Non gazetted Medical Officer and Compounder		E Total cost		F Temporary	G Grand Total	A Sick diet and extras for patients		B Extras or special diet for weekly prisoners not in hospital		C Medicines hospital clothing bedding etc		D Proportion of dairy expenses		E Total cost		Clothing and bedding of prisoners
		Rs	P	Rs	P	Rs	P	Rs	P	Rs	P	Rs P	Rs P	Rs	P	Rs	P.	Rs	P	Rs	P	Rs	P	
1st Quarter	A																							
	B																							
	C																							
2nd Quarter	A																							
	B																							
	C																							
3rd Quarter	A																							
	B																							
	C																							
4th Quarter	A																							
	B																							
	C																							



Note.—The total amount of money drawn from the Treasury during the 12 months of the year from January to December for rations hospital charges etc should be shown against (A) in columns 3 to 14, respectively If the charges for December of the year under report are drawn in the following January the amount should nevertheless be shown The value of articles received from the Manufacture Department of a jail, for consumption in the same jail should be shown against (B) and of articles received from other jails during the year against (C)

*The value of articles such as rice, dal oil, condiments, and the like, in store at the close of last year should also be added to the present year, in which such articles were consumed

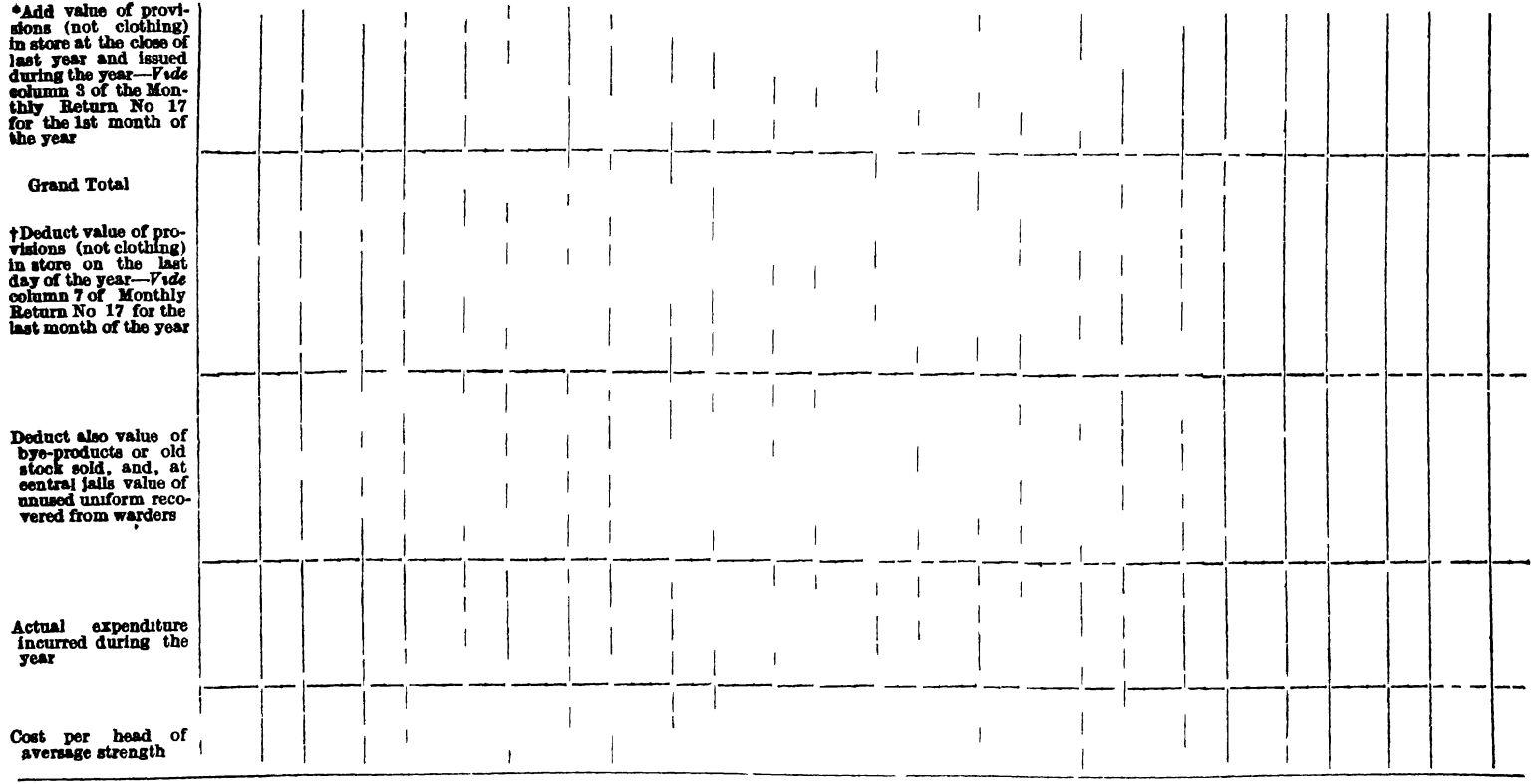
†Similarly the value of articles remaining in hand at the close of the year should be deducted from the grand total of the expenditure for the year

he average cost per head shonld be calculated in columns 3 and 6 and 8 after deducting the *Civil Prisoners*.

STATEMENT No. IX—(Financial)—*continued.*

Showing the Expenditure incurred in Guarding and Maintaining the Prisoners in the——————Jail during the year 19

Quarter.	7								8				9													
	Sanitation charges.								Charges for moving prisoners.				Charges for miscellaneous services and supplies.													
	A		B		C		D		A.		B.		A.		B.		C.		D.		E.		F.		G.	
	Charges for conservancy cleaning and purifying		Charges for water-supply		Extraordinary charges for cholera camp, etc.		Total cost		Transfer charges and road subsistence of convicts		Total cost.		For lighting		Disciplinary charges.		Annual expenses for uniform and equipment of warders.		Money payments as rewards for re-capture and services.		Execution charges.		Other miscellaneous charges.		Total cost.	
	Rs	P.	Rs	P.	Rs	P.	Rs.	P.	Rs.	P	Rs.	P	Rs.	P.	Rs	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
1st Quarter .. A																										
1st Quarter .. B																										
1st Quarter .. C																										
2nd Quarter .. A																										
2nd Quarter .. B																										
2nd Quarter .. C																										
3rd Quarter .. A																										
3rd Quarter .. B																										
3rd Quarter .. C																										
4th Quarter .. A																										
4th Quarter .. B																										
4th Quarter .. C																										
Total ..																										



Note —The total amount of money drawn from the Treasury during the 12 months of the year from January to December for rations, hospital charges etc should be shown against (A) in columns 3 to 14 respectively If the charges for December of the year under report are drawn in the following January the amount should nevertheless be shown The value of articles received from the Manufacture Department of a jail for consumption in the same jail should be shown against (B) and of articles received from other jails during the year against (C)

*The value of articles such as rice dal oil condiments and the like in store at the close of the last year should also be added to the present year in which such articles were consumed

†Similarly the value of articles remaining in hand at the close of the year should be deducted from the grand total of the expenditure for the year.

The average cost per head should be calculated in columns 3 and 6 and 8 after deducting the *Civil Prisoners*

STATEMENT No. IX—(Financial)—*continued.*

Showing the Expenditure incurred in Guarding and Maintaining the Prisonesr in the——————Jail during the year 19

Quarter.	10 Contingencies								11 Extraordinary charges for Live-stock and tools and Plant likely to last for three years and upwards.					
	A. Rents rates and taxes	B Service postage Telegraph and Telephone charges.	C Current Office Expenses	D. Office furniture.	E Ragister and Stationery	F Purchase and repair of typewriter and duplicators-	G Pay of menial-	H. Total cost	A Conservancy and water supply Dead Stock	B Dietary Dead stock	C Hospital Dead Stock	D. Garden and agricultural plant.	E. Lighting Dead Stock.	F. Diciplinary Dead Stock.
	Rs. P	Rs. P.	Rs. P.	Rs P	Rs P	Rs P	Rs P	Rs P	Rs. P.	Rs P	Rs P.	Rs P.	Rs. P.	Rs. P.
1st Quarter .. A														
B														
C														
2nd Quarter A														
B														
C														
3rd Quarter .. A														
B														
C														
4th Quater .. A														
B														
C														
Total ..														

***Add value of provisions (not clothing) in store at the close of last year and issued during the year—*Vide* column 3 of the Monthly Return No 17 for the 1st month of the year.**														
Grand Total														
†Deduct value of provisions not (clothing) in store on the last day of the year—*Vide* column 7 of Monthly Return No 17 for the last month of the year														
Deduct also value of bye-products or old stock sold, and, at central jails value of unused uniform recovered from warders														
Actual expenditure incurred during the year														
Cost per head of average strength.														

Note—The total amount of money drawn from the Treasury during the 12 months of the year from January to December for rations, hospital charges, etc, should be shown against (A) in columns 3 to 14, respectively If the charges for December of the year under report are drawn in the following January the amount should nevertheless be shown The value of articles received from the Manufacture Department of a jail, for consumption in the same jail, should be shown against (B) and of articles received from other jails during the year against (C)

***The value of articles such as rice, dal, oil, condiments, and the like, in store at the close of the last year should also be added to the present year in which such articles were consumed**

†Similarly, the value of articles remaining in hand at the close of the year should be deducted from the grand total of the expenditure for the year.

The average cost per head should be calculated in columns 3 and 6 and 8 after deducting the *Civil Prisoners*

Statement No. IX—(Financial).

Showing the Expenditure incurred in Guarding and Maintaining the Prisoners in the——————————Jail during the year 19

Quarter.	11										12		13		14					
	Extraordinary charges for Live-stock and Tools and Plant likely to last for three years and upwards.														Second Class Public Works.					
	G		H.		I.		J.		K.						A.		B.		C.	
	Arms and accoutrements (original cost).		Purchase of dairy Live Stock and Plant.		Purchase of draught cattle.		Other miscellaneous Dead Stock.		Total cost.		Travelling allowances		Total expenditure as per columns 3 to 12.		Repairs.		Petty construc-tions.		Total cost.	
	Rs.	P.	Rs.	P.	Rs.	P.	Rs	P.	Rs	P.	Rs	P.	Rs.	P	Rs.	P.	Rs.	P.	Rs.	P.
1st Quarter .. A																				
1st Quarter .. B																				
1st Quarter .. C																				
2nd Quarter .. A																				
2nd Quarter .. B																				
2nd Quarter .. C																				
3rd Quarter .. A																				
3rd Quarter .. B																				
3rd Quarter .. C																				
4th Quarter .. A																				
4th Quarter .. B																				
4th Quarter .. C																				
Total ..																				

*Add value of provisions (not clothing) in store at the close of last year and issued during the year—*Vide* column 3 of Monthly Return No. 17 for the 1st month of the year														
Grand Total ..														
†Deduct value of provisions (not clothing) in store on the last day of the year—*Vide* column 7 of Monthly Return No. 17 for the last month of the year.														
Deduct also value of by-products or old stock sold, and, at central jails value of unused uniform recovered from warders														
Actual expenditure incurred during the year														
Cost per head of average strength.														

Note —The total amount of money drawn from the Treasury during the 12 months of the year from January to December for rations, hospital charges etc should be shown against (A) in columns 3 to 14 respectively If the charges for December of the year under report are drawn in the following January the amount should nevertheless be shown The value of articles received from the Manufacture Department of a jail for consumption in the same jail, should be shown against (B) and of articles received from other jails during the year against (C).

*The value of articles such as medicinal oil condiments, and the like in store at the close of the last year should also be added to the *present* year in which such articles were consumed

†Similarly, the value of articles remaining in hand at the close of the year should be deducted from the grand total of the expenditure for the year

The average cost per head should be calculated in columns 3 and 6 and 8 after deducting the *Civil Prisoners.*

———————————Jail, Prepared Correctly—

The———————————*19* . *Jailor.* *Superintendent.*

West Bengal Form No. 5056.
West Bengal Jail Annual Return No. 5.

STATEMENT No. XI—(FINANCIAL).

Showing the employmenf of Convicts in the Jail during the year 19 .

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Of those sentenced to labour			Number employed on working days										
				On Prison duties										On Jail buildings
						Jail servants								Additions and alterations
	Sick in hospital, excluding Sundays	Convalescent and infirm, excluding Sundays	Number not employed for other reasons *	On unremunerative labour	Overseers	Writer or godown worker	Cooks	Sweepers and matthars	On miscellaneous Jail service	Total Jail servants, columns 6 to 9	Gardening	Employed in preparing articles for use or consumption in Jail, i.e., what grinding, and manufacturing prison clothing etc	Jail repairs	Under Superintendent
Aggregate of the numbers employed daily during the year excluding Sundays and holidays.														
Average† .														

	15	16	17	18	19	20	21
	Total number of convicts under sentence of labour on working days columns 1, 2, 3, 4, and 9 to 14.	Add the total number of convict present on Sundays and holidays, including those in hospital and infirm.	Add the total number of convicts admitted in the afternoon and not included in the Distribution Register—(*vide* Circular No. 53 or 1878).	Total of the columns 15, 16 and 17.	Deduct from column 18 the total number of convicts released in the afternoon and not included in the Abstract Register though included in the Labour Distribution Register—(*vide* Circular No. 53 of 1878).	Balance between columns 18 and 19 to agree with "Part IB.. of Return No. 1 for 19....,.., labouring convicts	Remarks.
Aggregate of the numbers employed during the year excluding Sundays and holidays.							
Average							

*The whole statement should agree with the 4 Quarterly Returns No. 1 for the year under report, Part VIII.
†This should be obtained by dividing the total by the number of working days during the year.
N.B.—The printed headings of this statement should not be scored through with ink but prisoners employed on works for which there is no heading should be shown with a note in the column of Remarks.

———————————Jail.

The———————————*19* . *Jailor.* *Superintendent.*

West Bengal Form No. 5057

West Bengal Jail Annual Return No 6

STATEMENT No. XIIA—(FINANCIAL).

Showing the result of the Employment of Convicts in the————————Jail during the year 19 .

1	2																	
	Debits																	
Average number of prisoners sentenced to labour during the year.	Cash in hand at the end of the previous year		Value of manufactured articles in store at the end of the previous year		Value of raw materials in store at the end of the previous year		Amount of outstanding bills due by the jail at the end of the year under report		Amount of outstanding bills due to the jail at the end of the previous year		Value of plant and machinery at the end of the previous year		Amount drawn from the treasury on account of manufactures, during the year under report.		Total debits.	
	A.		B		C		D.		E		F		G		H.	
	Rs	P	Rs	P	Rs	P	Rs	P	Rs.	P	Rs	P	Rs	P.	Rs.	P.

STATEMENT No. XIIA (FINANCIAL)—*concluded*

3								4			5		
Credits								A	B	C	A	B.	C
Cash in hand at the end of the year under report	Value of manufactured articles in store at the end of the year under report	Value of raw materials in store at the end of the year under report	Amount of outstanding bills due by the jail at the end of the previous year	Amount of outstanding bills due to the jail at the end of the year under report	Value of plant and machinery in store at the end of the year under report	Amount paid into the treasury in the year under report	Total credits	Excess of credits or profits	Average earning per head of average number sentenced to labour	Excess of debits or loss	Excess of 3G over 2G or cash profit	Average cash profit per head of number sentenced to labour	Excess of 2G over 3G or cash loss
A	B	C	D	E	F	G	H						
Rs p	Rs p	Rs p	Rs P	Rs p	Rs P	Rs P	Rs P	Rs P	Rs P	Rs P	Rs p	Rs p	Rs P.

(*N B*—This statement is compiled from Quarterly Return No 23 (West Bengal Form No 5045)

——————————Jail,

The——————————*19* ,

Jailor.

Superintende

West Bengal Form No. 5058.

West Bengal Jail Annual Return No. 7.

(PART I)—Rewards to non-gazetted Medical Subordinates for the year 19 .

Year.	Daily average number of convicts.	Daily average number of sick convicts	Percentage of daily average sick to daily average number of convicts	Total number of deaths—		Ratio of death per mille of daily average number from—		Names of non-gazetted medical subordinates who served in the *last year only*—specifying dates of service.	Recommendation of the Medical Officer for the payment of reward.
				From cholera.	From all other diseases	Cholera.	All other diseases		
1	2	3	4	5	6	7	8	9	10

.....Jail.

The ——— 19 .

Jailor.

Superintendent

West Bengal Jail Annual Return No. 7—*Continued.*

(PART II)—STATEMENT No. XIV—(VITAL).

Showing the sickness and mortality among the Prisoners of all classes in the——————Jail during the year 19

1	2			3			4		5			6		
Class of Prisoners.	Number of persons that can be accommodated in the parts of the jails devoted to convicts, under-trials and civil prisoners, respectively, but exclusive of hospital and observation cells.			Average daily strength.			Maximum population on any one day		Number admitted into hospital.			Daily average number of sick.		
	Males.	Females.	Total	Males.	Females	Total	Males	Females.	Males.	Females	Total.	Males.	Females.	Total.
Convicted ..														
Under-trial ..														
Civil ..														
Detenu ..														
Total of all classes ..														

(PART II)—STATEMENT No. XIV—(VITAL)—*concluded.*

7	8			9											
				Ratio per mille of average strength.											
				A.			B.			C.			D.		
Class of Prisoners	Number of deaths in and out of hospital			Of admissions into hosiptal.			Of daily average number of of sick.			Of deaths from all causes except cholera.			Of deaths from all causes both in and out of hospital.		
	Males.	Females.	Total	Males	Females.	Total	Males	Females.	Total.	Males.	Females.	Total.	Males.	Females.	Total.
Convicted															
Under-trial															
Civil															
Detenu															
Total of all classes															

——————Jail,

The——————19

Medical Subordinate. *Medical Officer.*

West Bengal Form No 5059
West Bengal Jail Annual Return No 8

(PART 1)—STATEMENT No. XV—(VITAL).

Showing the admissions and deaths from the chief diseases among the Convicts in the——————Jail during the year 19 .

Serial No	Jails	A Cholera		B Dysentery		C *Malarial fever		D Pulmonary Tuberculosis and haemoptysis due to tuberculosis		E Other tubercular diseases		F Anaemia debility		G Other general diseases		H Pneumonia		I Respiratory Other diseases†		J Diarrhoea		K Abscess boil and ulcers of all kinds		Ratio of admission and of death per mille of average strength from— Cholera		Dysentery		*Malarial fever		Pneumonia		Diarrhoea		All causes	
		A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D.
	Total																																		

*This heading includes all fevers diagnosed as being due to malaria and their direct sequelae, such as enlargement of the spleen, malarial cachexia etc
†All the diseases shown under respiratory system in the Annual Returns except those already entered in columns D, E and H

——————Jail,

The——————————19

Medical Subordinate

Medical Officer

West Bengal Form No 5059—*continued*
West Bengal Jail Annual Return No 8—*continued*

(PART 2)—STATEMENT No. XVII—(VITAL).

Showing the mortality among the Convicts in the ——————— Jail during the year 19 ;
according to the length of time passed in Jail.

Not exceeding six months in jail			Above six months and not exceeding one year			Above one year and not exceeding two year			Above two years and not exceeding three years			Above three years and not exceeding seven years			Above seven years			Total		
Average number	Deaths	Ratio of deaths per mille of average number	Average number	Deaths	Ratio of deaths per mille of average number	Average number	Deaths	Ratio of deaths per mille of average number	Average number	Deaths	Ratio of deaths per mille of average number	Average number	Deaths	Ratio of deaths per mille of average number	Average number	Deaths	Ratio of deaths per mille of average number	Average number	Deaths	Ratio of deaths per mille of average number

——————— Jail,
the ——————— 19

Medical Subordinate

Medical Officer

West Bengal Form No. 5059—*concluded*
West Bengal Jail Annual Return No 8 –*concluded*

(PART 3)—STATEMENT No. XVIII.

Showing particulars regarding Prisoners Under-trial in the——————————Jail during the year 19 .

Number remaining at the close of previous year		Number received during the year		Total			Daily average number			Released			Convicted and sentenced			Transferred		Escaped		Died		Remaining on the 31st December 19		
M	F	M	F	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	M	F	M	F	M	F.	Total

State also the average period of detention of under trial prisoners in the Jail.

Sessions Cases — ——————days.

All other Cases — ——————

——————Jail,

The——————19 .

Jailor.

Superintendent

West Bengal Form No, 5060—First Sheet.
West Bengal Jail A nual Return No. 9.

TABLE B.— Arrival return of sick Prisoners of all classes in the Jails (excluding subsidiary Jails and lock-ups) in West Bengal for the year 19 .

Complete list of diseases.	Jail ..... Daily average strength..... Daily average sick.....		Total of all Jails, Daily average strength..... Daily average sick.....	
	Admissions.	Deaths.	Admissions.	Deaths.
Diseases Caused by infection or infestation				
Cholera .				
Dysentery—				
Clinical ..				
Protozoo				
Bacaillary				
Bcilliary Exudate ..				
Enteric fever -				
Typhoid fever				
Paratyphoid fevers				
Enteritis infective*				
Erysipelas ..				
Gonococcal infection				
Influenza				
Leprosy—				
Nodular				
Anaesthetic ..				
Malaria—				
Quartan . ..				
Benign teritian ..				
Sub-teritian . ..				
Mumps .				
Pyrexia of uncertain origin				
Rheumatic fever ..				
Small-pox (Variola)—				
Variola major ..				
Variola minor . ..				
Syphillis—				
Acquired .. .				
Congenital . ..				
Tuberculosis . ..				
Yaws				
Total carried over .				

*Cases of diarrhoea due to infected food should be returned under this heading.

West Bengal Form No. 5060—First Sheet—*continued.*
West Bengal Jail Annual Return No. 9—*continued.*

TABLE B—*Continued,*

Complete list of diseases.	Jail ..... Daily average strength ..... Daily average sick.....		Total of all Jails, Daily average strength..... Daily average sick.....	
	Admissions.	Deaths.	Admissions.	Deaths.
Total brought forward ..				
Diseases due to Infestation by Metazoan Parasites ..				
Dracontiasis (Guineaworm disease) .. .				
Ascariasis				
Ixodiasis .. .				
Schistosomiasis (Bilharziasis)				
Ankylostomiasis (Hookworm disease)				
Filariasis ..				
Trichiniasis . .				
Diseases of the Nervous System.				
Neuralgia ..				
Neuritis				
Epilepsy ..				
Mania				
Melancholia . ..				
Dementia . .				
Diseases of the Eye.				
Conjunctivitis				
Inflammation of Cornea (Keratitis)				
Total carried over ..				

West Bengal Form No. 5060—First Sheet—*continued.*
West Bengal Jail Annual Return No 9—*continued.*

TABLE B—*Continued.*

Complete list of diseases.	Jail .... Daily average strength..... Daily average sick.....		Total of all Jails, Daily average strength..... Daily average sick.....	
	Admissions.	Deaths.	Admissions.	Deaths.
Total brought forward ..				
Diseases of the Ear.				
Inflam. Ext. Meatus, Acute				
Diseases of the Nose.				
Diseases of the Circulatory System.				
Valvular disease of heart				
Varix				
Diseases of the Blood and Blood-forming Organs.				
Anæmia—				
Primary				
Secondary . ..				
Debility (Cause not ascertained) . ..				
Splenitis . ..				
Inflammation of lymphatic glands .. .				
Lymphangitis				
Diseases of the Ductless or Endocrine Glands or Glands of Internal Secretion.				
Goitre				
Total carried over ..				

West Bengal Form No. 5060—First Sheet—*continued.*
West Bengal Jail Annual Return No. 9—*continued.*

TABLE B—*Continued.*

Complete list of diseases.	Jail ..... Daily average strength..... Daily average sick.....		Total of all Jails, Daily average strength..... Daily average sick.....	
	Admissions.	Deaths.	Admissions.	Deaths.
Total brought forward ..				
Diseases of the Breast.				
Diseases of the Respiratory System.				
Bronchitis				
Asthma				
Pneumonia—				
Lobar				
Lobular				
Pleurisy				
Pulmonary tuberculosis ..				
Diseases of the Teeth and Gums.				
Gum-boil				
Diseases of the Digestive System.				
Quinsy				
Dyspepsia				
Inflammation of the intestines				
Enteritis				
Appendicitis				
Colitis				
Diarrhoea				
Constipation				
Colic				
Piles (Haemorrhoids) ..				
Total carried over ..				

West Bengal Form No. 5060—First Sheet—*continued.*
West Bengal Jail Annual Return No. 9—*continued.*

TABLE B—*Continued.*

Complete list of diseases.	Jail ..... Daily average strength ..... Daily average sick.....		Total of all Jails, Daily average strength..... Daily average sick.....	
	Admissions.	Deaths.	Admissions.	Deaths.
Total brought forward ..				
Diseases due to disorders of Nutrition or of Metabolism.				
Inanition . ..				
Gout				
Diabetes—Mellitus ..				
Insipidus				
Deficiency diseases.				
Beri-beri . ..				
Rickets				
Scurvy				
Diseases of the Generative System.				
Soft Sore (Chancroid) ..				
Hydrocele				
Inflammation of the testicles				
Diseases of Bones, Joints, Muscles, Fasciae and Bursae.				
Caries Necrotica .. Necrosis				
Osteomyelitis .. .				
Periostitis				
Synovitis				
Myalgia				
Total carried over ..				

West Bengal Form No. 5060—First Sheet—*continued.*
West Bengal Jail Annual Return No. 9—*continued.*

TABLE B—*Continued.*

Complete list of diseases.	Jail ..... Daily average strength..... Daily average sick.....		Total of all Jails, Daily average strength..... Daily average sick.....	
	Admissions.	Deaths.	Admissions.	Deaths.
Total brought forward ..				
Diseases of the Areolar Tissues.				
Inflammation of areolar tissue				
(Cellulitis)				
Abscess of areolar tissue ..				
Diseases of the Skin.				
Eczema				
Boil				
Whitlow				
Ulcer				
Ringworm (Trichophytosis)				
Diseases of the Urinary System.				
Nephritis—				
Acute . ..				
Chronic				
Fibrosis of Kidney ..				
INJURIES.				
General.				
Burns or scalds ..				
Heat-stroke				
Sun-stroke (insolation)				
Suffocation from (giving cause)				
Total carried over ..				

West Bengal Form No. 5060—First Sheet—*concluded.*
West Bengal Jail Annual Return No. 9—*concluded.*

TABLE B—*Concluded.*

Complete list of diseases.	Jail ..... Daily average strength..... Daily average sick..		Total of all Jail, Daily average strength..... Daily average sick.....	
	Admissions.	Deaths.	Admissions.	Deaths.
Total brought forward ..				
Local.				
Contusion .. .				
Abrasion				
Wound—				
(General) .. .				
Gun-shot				
Burns or scalds (if local)				
Multiple injury (cause and nature to be stated) ..				
Tumours and Cysts.				
Sarcoma . ..				
Carcinoma				
Malformation.				
Poisons.				
Punished				
Not yet diagnosed ..				
No appreciable disease ..				
Grand Total ..				

West Bengal Form No. 5062.
West Bengal Jail Annual Return No. 11.

(PART 1)—STATEMENT A.

Showing the Nature and Amount of Accommodation for each class of Prisoners in the_____Jail during the year 19 .

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Description of accommodation.	Number of prisoners who could be accommodated on the 31st December 19 in the part of the Jail devoted to—														Total superficial area in square metres in the enclosure (ward and workshop) to which the prisoners are ordinarily confined.	Spent on Jail buildings during the year—By Jail Department.	Remarks.
	Hospital		Observation cell.		Civil prisoners.		Under-trial.		Foreigners.		Juvenile convicts.	Female convicts.	Male convicts.	Grand Total.			
	M.	F.	M.	F.	M.	F.	M	F.	M.	F.							
Cells at square metre and cubic metre per prisoner.																	
Barracks with separate sleeping accommodation at square metre and cubic metre per prisoner.*																	
Barracks without separate sleeping accommodation at square metre and cubic metre per prisoner†.																	
Total																	
Total average population ..																	

N.B.—The space allowed for each description of accommodation should be fully stated in column 1 against each head.

Note.—When Female civil, under-trial and convicted prisoners are placed in the part of the Jail devoted to female convicts, columns 7 and 9 will be blank.

In columns 2 and 3 enter the number of beds that the hospital is intended to hold.

In column16 the total superficial are in square metres in the enclosures (ward and workshop) to which the prisoners are ordinarily confined should be given.

In column 18 draw attention to defects in the Jail and to alterations made during the year. Also explain briefly how prisoners were accommodated when there was overcrowding.

*That is brracks with cubicles.

†That is barracks in which there are no cubicles.

_____Jail,

*The*_____*19* .

Jailor.

Superintendent.

West Bengal Form No. 5062.—*continued*
West Bengal Jail Annual Return No. 11—*continued.*

(PART 2)—STATEMRNT B—(FOR CONVICTS ONLY).

Showing the Condition of the Convicts discharged from the Jail———— during the year 19 .

1	2	3					4				
Number discharged during the year	Number who had neither lost nor gained weight	Number who had gained weight					Number who had lost weight.				
		A	B	C	D		A	B	C	D	
		Up to 1 Kg	From 1 to 5 kgs	From 5 to 10 kgs	Over 10 Kgs	Total	Up to 1 Kg	From 1 to 5 Kgs.	From 5 to 10 Kgs.	Over 10 Kgs	Total.

(PART 3)—STATEMENT C.

Showing working of the Remission System in the———— Jail during the year 19 .

1	2				3				4			
	Number of convicts released during the year who gained remission				Maximum remission in days gained by any convicts released during the year				Average remission gained by the convicts entered in column 2.			
	Sentenced to				*Sentenced to*				*Sentenced to*			
Number released during the year who came under the remission system but failed to gain remission	Not exceeding one year	Over one but not exceeding 2 years	Over 2 years and not exceeding 5 years	Over 5 years	Not exceeding one year	Over one but not exceeding 2 years	Over 2 years and not exceeding 5 years	Over 5 years	Not exceeding one year	Over one but not exceeding 2 years	Over 2 years and not exceeding 5 years.	Over 5 years.

JAIL,

The————19 *Jailor.* *Superintendent*

West Bengal Form No 5063.
West Bengal Jail Annual Return No 12

STATEMENT.

Showing the offences committed by the paid warders and the punishments inflicted on them in the_____Jail and its affiliated Sub/Jails* during the year 19 .

Establishment	Sanctioned strength	Nature of the offences														Nature of the punishments															
		Wilfully or negligently permitting an escape	Offences under section 42 Act IX of 1894	Serious offences punishable under criminal law	Taking illegal gratification	Assaulting prisoners	Insubordination	Quarrelling	Disobedience of orders	Neglect of duty	Sleeping on duty	Absence from duty	Leaving the lines without permission	Miscellaneous	Total offences	Judicial																
																Imprisonment with or without fine	Fine only	Formal reprimand	Fine	Cancelling of leave due	Deferment of leave due	Extra drill	Transfer	Transfer with forfeiture of travelling allowance	Suspension for a period not exceeding six months	Reduction in rank	Reduction in emoluments	Removal from office and emoluments	Dismissal	Any combination of the foregoing	Total of punishment
Head warders																															
Warders																															
Matron or female warders																															
Recruit warders																															
Total																															

Please note the number of cases in which security has been forfeited and the amount of money which has been credited to Government during the year 19 Number of cases Rs P

Also note amount recovered for unused value of uniform in cases of Warders who have left or been dismissed from the service— Rs P

*Statistics of Sub Jails should be shown collectively in red ink

_____Jail,

*The*_____*19* .

Jailor

Superintendent.

[To be maintained in manuscript.]

West Bengal Jail Annual Return No. 13.

STATEMENT.

Showing the number of visits paid by each Official Visitor in the ——— Jail during the year 19 .

Designation of the Official Visitors.	Number of visits paid by each Official Visitor during the year.
The Governor of West Bengal	
Minister, Minister of State and Deputy Ministers	
Inspector-General of Prisons, West Bengal	
Director of Health Services, West Bengal	
Commissioner of Division	
Commissioner of Police, Calcutta	
Chief Presidency Magistrate, Calcutta	
Magistrate or Deputy Commissioner (Additional District Magistrate, Joint Magistrate or Senior Deputy Magistrate at head quarters)	
District and Sessions Judge .	
Chief Medical Officer of Health . . .	
Subdivisional Magistrate	
Subdivisional Health Officer	
Divisional or Subdivisional Inspector of Schools	
Non-official visitors	

——— Jail,

The ———— *19* *Jailor.* *Superintendent.*

West Bengal Form No. 5069.
West Bengal Jail Form Nos. 7 and 8*

Descriptive Roll of Prisoner in the jail at——————————.

1	2	3	4	5	6	7	8	9			10	11		
Register number of prisoner and class.	Name of prisoner, with father's or husband's name.	Age on conviction and sex.	Nationality and Religion.	Residence. Village, Police Station, District.	Height, description and other marks.	Crime, with section of Penal Code.	Sentencing authority	Sentence. Date.	Nature.	Period.	Remission earned in days. Date of expiration of sentence after deducting remission.	Unexpired period of sentence.		
										Y. M. D.		Y.	M.	D.

N. B.—As many prisoners as possible to be entered in each form.

12	13	14	15	16	17				18
					Report of the Medical Officer				
Cause of transfer, if selected for transfer.	Previous occupation and state of education.	If appealed, result and date thereof. Whether period for appeal has expired.	Character of prisoner in jail.	How often punished.	Height on admission.	Present health and weight	Class of labour on, which employed at present—hard medium or light	State here fitness for transfer, any recent admission to hospital and the existence of any deformity, organic disease or other serious disability	Remarks by Superintendent of Jail.

Jailor. *Medical Officer.* *Superintendent.*

The——————————*19* .

*These serial numbers of the West Bengal Jail Forms in this part are the same as those of the old Bengal Jail Code, 7th Edition. New continuous serials have not been assigned to these forms for the sake of maintaining a continuity between the old and the present Code.

West Bengal Form No. 5070.

West Bengal Jail Form No. 9.

Particulars regarding the undermentioned Prisoner recommended for appotnrment to the office of Convict Overseer/Night Guard in the———————Jail.

Register number of prisoner and class.	Name of Prisoner	Sex and present age*	Religion and caste	Crime, with section of Penal Code	Sentence. Date.	Sentence. Nature	Sentence. Period. Y	Sentence. Period. M.	Sentence. Period. D.	Date of appointment as night watch man	Date of appointment as convict overseer	Remission earned in days.	Period of imprisonment served to date Y	Period of imprisonment served to date M	Period of imprisonment served to date D	Fractional portion of sentence served	Occupation prior to imprisonment.	Character of prisoner in jail.	Number of punishment.	Result of Police investigation as to residence and friends.	Reason for the appointment of the prisoner to the office.
																					Dailyaverage number of prisoners in the Jail.
																					Number of convict overseers employed excluding these appointments
																					Number of night guards employed excluding these appointments.

Certified that I have personally examined the above prisoner, whom I recommend for appointment to the office of Convict Overseer/Night Guard, and that I am satisfied that no undue favour has been shown in selection.

———————Jail

The———————*19*

Jailor.

Superintendent.

*The present age only (not age on admission to Jail) should be given.

[To be used typewritten]

West Bengal Jail Form No.10.

No.

From

The Superintendent of the Jail.

To

The Inspector-General of Prisons, West Bengal

Dated the 19 .

Sir

I beg to forward herewith descriptive roll of

prisoner of Jail, and request that the

transfer of prisoner may be sanctioned as per

remarks.

yours faithfully,

Superintendent.

[To be used typewritten.]

West Bengal Jail Form No. 10.

No.

From

The Superintendent of the Jail.

To

The Inspector-General of Prisons, West Bengal.

Dated the 19

Sir

I beg to forward herewith descriptive roll of

prisoner of Jail, and request that the

transfor of prisoner may be sanctioned as per

remarks.

Yours faithfully,

Superintendent.

[To be used typewritten.]

West Bengal Jail Form 11.

No.————————

To The Superintendent of the————————Jail.

His letter No.————————, dated————————19 .

This is to inform him that the roll of convict————————has this day been forwarded to the Inspector-General of Prisons for sanction of transfer.

Dated————————

The————————19 .

Superintendent

[To be used typewritten]

West Bengal Jail Form No. 12.

No.

To the Superintendent of the————————Jail

His letter No , dated————————19 .

This is to inform him that————————prisoner will be transferred to his jail on the————————instant.

Dated————————

The————————19 .

Superintendent.

[To be used typewritten.]

West Bengal Jail Form 11.

No.————————

To The Superintendent of the————————Jail.

His letter No,————————, dated————————19..

This is to inform him that the roll of convict————————has this day been forwarded to the Inspector-General of Prisons for sanction of transfer.

Dated————————

The————————19..

Superintendent.

[To be used typewritten.]

West Bengal Jail Form No. 12

No.

To the Superintendent of the————————Jail.

His letter No , dated————————19 .

This is to inform him that————————prisoner will be transferred to his jail on the————————instant.

Dated————————

The————————19 .

Superintendent.

West Bengal Form No. 5071
West Bengal Jail Form No. 13

No.

From

The Superintendent of the Jail.

To

The Superintendent of the Jail.

Dated————, *the*————*19*

List of Documents.	Number.
Warrants ..	
High Court Form No. 38	
P. R Slips ..	
Copy of order of Court	
Certificate of Medical Officer (on reverse).	
History Tickets ..	
W. B. J. Return No. 8	
Fine Memos. ..	

Sir,

With reference to

I am to send herewith

prisoners noted on reverse, together with the marginally-noted documents and private property as shown in each warrant. Please acknowledge their arrival, receipt of property, etc., and submit the account rendered by the officer in charge of the escort of the expenditure of Rs. which were advanced to him

Yours faithfully,

Superintendent.

Certificate of Fitness of Prisoners for Transfer from one Jail to another under Rule 862 of the Jail Code.

Serial number.	Register number of prisoner.	Class of prisoner.	If a convict Officer.	Name.	Remarks.

Certified that the prisoner named above selected for transfer to the Jail in a fit state of health to travel by the ordinary means of transit, except those against whose names it is recorded that special means of conveyance is necessary and who must be conveyed by that means.

Dated Jail.

The————*19* .

Medical Officer.

[To be used in manuscript.]

West Bengal Jail Form No. 16.

No.

FORM OF ACKNOWLEDGEMENT OF PRISONERS

Received from the ——— Jail ——— prisoner with documents as per his No ———, dated ———, and private property as noted on the warrant.

——— Jail.

dated the ——— 19 .

Superintendent.

[To be used type written]

West Bengal Jail Form No. 17.

No

From
THE SUPERINTENDENT of the ——— Jail,

To
The STATION MASTER ———

Dated ———, *the* ——— *19*

Sir,
I request you to be so good as to arrange for ——— 3rd class reserved compartment (fitted with iron gratings) for the conveyance of ——— prisoners from your station to ——— in the train that leaves at ——— Indian Standard time

Yours faithfully,

Superintendent.

[*Foolscap Folio.*]

——— Jail.

No.

Dated the ——— *19*

Received from the ——— Jail ——— prisoner with documents as per his No. ———, dated ——— and private property as noted on the warrant

Superintendent

West Bengal Jail Form No. 17

No

From
The SUPERINTENDENT of the ——— JAIL,

To
The STATION MASTER, ———

Dated ———, *the* ——— *19*

Sir,
I request you to be so good as to arrange for ——— 3rd class reserved compartment [fitted with iron gratings) for the conveyance of ——— prisoners from your station to ——— in the train that leaves at ——— Indian Standard time.

Yours faithfully,

Superintendent.

West Bengal Form No. 5073. **No.** [ ]

West Bengal Jail Form No. 18.

HEAD OF SERVICE CHARGEABLE—(To be filled in by the Issuing Officer).

MAJOR HEAD— SUB-HEAD—

MINOR HEAD— DETAILED HEAD—

DUPLICATE

Requisition for Transport of Prisoners and their Escort by Railway.

The STATION MASTER.

Conveyance by railway is required for the undermentioned from your Station to——————*Station.*

No.	Particulars.	Reserved accommodation.		Number of fares to be charged for.	Rate.	Amount charged.	
		Class.	No. of compartment.			Rs.	P
Deduct fares of the escort payable by the Police Department in cash ..							
Net amount payable by the Jail Department ..							
(In words). ..							

Note.—It should be seen that complete account classification is given before issue.

Supdt.——————*Jail.*

Dated——————*19*

West Bengal Form No. 5073. **No.** [ ]

West Bengal Jail Form No. 18.

HEAD OF SERVICE CHARGEABLE—(To be filled in by the Issuing Officer).

MAJOR HEAD— SUB-HEAD—

MINOR HEAD— DETAILED HEAD—

ORIGINAL

Requisition for Transport of Prisoners and their Escort by Railway.

The STATION MASTER.

Conveyance by railway is required for the undermentioned from your Station to——————*Station.*

No.	Particulars.	Reserved accommodation		Number of fares to be charged for.	Rate.	Amount charged.
		Class	No. of compartment.			
	The passenger is not to be allowed to break journey.					
Deduct fares of the escort payable by the Police Department in cash ..						
Net amount payable by the Jail Department .. (In words).						

To The ACCOUNTANT-GENERAL, WEST BENGAL.

Pay to the the amount particularised above.

Note.—It should be seen that complete account classification is given before issue.

Dated——————*19* . *Supdt.*——————*Jail*

Certified that tickets Nos. have been issued on account of the requisition.

Dated——————

The——————*19* . *Station Master.*

West Bengal Form No. 5075.
West Bengal Jail Form No. 19.

[To be sent in duplicate to the Accountant-General on the 1st of every month.]

No. No.

Statement of Credit Notes issued by the (Sub) Jail during the month of 19 .

Number of credit note.		Date of issue.	Station—		Number of prisoners	Number of fares chargeable.	Class	Rate of fare.	Amount charged for each note.	Name of Railway or Steamer Company to whom payable.	Number of bill and date of payment (to be filled up in Accountant-General, West Bengal's Office.	Remarks.
Book number.	Serial number.		From—	To—								

Forwarded to the Accountant-General, West Bengal.

_____ Jail.

The _____ *19* .

Jailor.

Superintendent.

West Bengal Form No. 5076.

West Bengal Jail Form No. 20

Civil Prisoner's History Ticket.

Name.	Register No.	Age and Sex.
Religion	Occupation	Diet Money
Court		Amount of Decree.
Cause of detention		sentence
Date of order	Date of release	
Weight in Kgs.	Health,	No. of Warrant.

Name and Address of Decree-Holder.

Date.	Entries	Initials.	Weighments.		
			Date.	Weight.	Initials.

West Bengal Form No. 5077.

West Bengal Jail Form No. 21.

Under-trial Prisoner's Ticket.

Name		Register No.
Village	Thana	District.
Charged with (crime)		Section Law
Health on admission (whether protected against small-pox &c., &c.)		Religion Sex Age. Weight.
Authority issuing order of remand.		Previous convictions, if any.
Date of admission to—	Subsidiary jail. District Jail	

Dates fixed for appearance.	Court before which to appear.	Dates fixed for appearance.	Court before which to appear.
1.		15.	
2.		16.	
3.		17.	
4.		18.	
5.		19.	
6.		20.	
7.		21.	
8.		22.	
9.		23.	
10.		24.	
11.		25.	
12.		26.	
13.		27.	
14.		28.	

In the event of conviction, this ticket is to be attached to the Convict's History Ticket,—West Bengal Form No. 5079.

West Bengal Form No. 5077—*Concluded.*

West Bengal Jail Form No. 21—*Concluded.*

Dates	Entries	Entering Officer.

Weighment.		
Date.	Weight.	Initials.

West Bengal Form No. 5078.
West Bengal Jail Form No. 22.

Convict's History Ticket Cover.

Convict No.———— Class————

Name————

Sentence————

Date of sentence———— 19——

Name	Register No.	Class.
Date of sentence	Date of release	Sentence

CLOTHING ACCOUNT.

Kurta, cotton (*1 per annum*)									
Coat, cotton, C. O. (*2 per annum*)									
Janghia, cotton (*3 per annum*) . ..									
Trousers, cotton C. O. (*2 per annum*) .. .									
Gumcha (*2 per annum*)									
Cap, cotton (*2 per annum*) .. .									
Blanket (*every 3 years*)									
Kurta, blanket (*every 2 years*)									
Coat, woollen, C. O. (*every 3 years*) ..									
Greatcoat (*every 3 years*)									
Cap, blanket									
Shirt, flannel									
Langote									
Shoes									
Tatputti (*every 3 years*)									
Gunny, square									
Leather belt									

Note 1.—Enter date above and initials below the dotted line.
Note 2.—Enter part-worn clothes in red ink.

West Bengal Form No. 5079.
West Bengal Jail Form No. 22A.

Convict's History Ticket

Name		Register No.
Religion	Sex.	Age.
Class	Previous convictions.	Education.
Nationality		Occupation.
Sentencing Court		Sentence
Crime	Section.	Fine In default
Date of sentence	Date of release	
Height Weight in Kgs.	Health	Labour for which fit.

Dates.	Weight.	Entries	Remission.	Entering Officer.

Convict's History Ticket—*Concluded.*

Name	Register No.	Class.
Date of sentence	Date of release.	Sentence

Dates.	Weight	Entries.	Remission.	Entering Officer.

West Bengal Form No. 5080.
West Bengal Jail Form No. 22B.

Name	Register No.	Class.
Date of sentence	Date of release.	Sentence.

Dates	Weight.	Entries.	Remission.	Entering Officer.

West Bengal Form No. 5081.
West Bengal Jail Form No. 22 C.

Convict No.———— Class————

Name————————————————

Sentence————————————————

Date of sentence———————— 19———

West Bengal Jail Form No. 23. [To be used in manuscript

PREVIOUS CONVICTION FORM.

[Register number of prisoner and class	Name of prisoner.	*Alias*	Name of prisoner's father or husband	Previous conviction.					Remarks (Name of warder who may identify prisoner).
				Crime with section of Penal Code.	Sentencing authority.	Dates of convictions	Sentences.	Dates of release.	

No. Forwarded to the Superintendent of Police/District Magistrate in accordance with Jail Code, Rule 914.
The information noted above has been extracted from the records of this Jail.

The Jail; 19 .

Jailor. *Superintendent of the Jail.*

West Bengal Form No. 5082.

West Bengal Jail Form No. 24.

Lock-up Report of the——————————Jail.

Details.	Locked up yesterday.		Received today.		Total		Discharged today.		Locked up today.	
	Males	Females.	Males	Females.	Males	Females.	Males	Females.	Males.	Females.
Civil prisoners										
Remands										
Sessions										
Simple imprisonment										
Rigorous ditto										
Total No. of prisoners										
Non-criminal lunatics										
Children										
Criminal lunatics not convicted										
Total ..										

Everything correct.

——————————Jail.

Jailor.

The——————————*19* .

Detail of Prisoners locked up and of keys made over to the Patrolling Head Warder.

Ward.	Number of Prisoners.	Keys	Ward	Number of Prisoners.	Keys.
			Convict (night) guard ..		
			Total ..		

I am satisfied that the above statement is correct.

Patrolling Head Warder.

Remarks.

West Bengal Form No. 5083.
West Bengal Jail Form No. 25

To be submitted immediately after the escape to—
(1) The Inquiry Officer of Diplomatic.
(2) The District Magistrate.
(3) The Superintendent of Police.
(4) The Superintendent of the Central Jail.

No.

Dated ——————— 19—.

THE ——————— JAIL.

REPORT OF THE ESCAPE OF

(Name)

Civil
Under-trial
Convicted
} Prisoner No.

(*On date*) ——————— 19—— *at* (*hour*) ———————

From whose custody the prisoners escaped.

Paid Stuff.	Name	.. ..	
	Rank	.. ..	
	Circle number	.. ..	
Convict guard.	Name	.. ..	
	Rank	.. ..	
	Register number	.. ..	

Names of other officers implicated

Reward offered for Re-capture.

Amount.	Sanctioning authority.

Note.—The case of each prisoner to be reported in a separate statement.

Circumstances of the escape.

Note (1).—Jail Code Rule 417 clearly lays down that every prisoner shall be at all times both by day and by night in the charge of some responsible officer, whose responsibility for an escape resulting from negligence can be proved in a court of law. Jail Code Rule No. 200 ordains that Jail officers guilty of wilfully or negligently permitting an escape shall be prosecuted : therefore the Superintendent should record below the exact extent to which each implicated person is involved.

Note (2).—The extent to which structural defects may have contributed to the escape should be noted in detail.

Note (3).—Steps taken to re-capture the prisoner and to prosecute those implicated should be stated.

West Bengal Form No. 5083—*concluded.*
West Bengal Form No. 25—*concluded.*

DESCRIPTIVE ROLL

1	2	3	4	5	6	7	8	9					10	11		
								Order or Sentence.								
Register number of prisoner and class.	Name of prisoner, with father's or husband's name	Present age and sex.	Nationality and religion.	Residence, Village Police Station, District	Height, description, and other distinguishing marks	Crime, with section of Penal Code	Committing or sentencing authority	Date.	Nature.	Period.			Remission earned in days. Date of expiration of sentence after deducting remission.	Unexpired period of sentence.		
										Y.	M.	D.		Y.	M.	D.

12	13	14	15	16	17	18
Previous occupation and state of education	If appealed result and date thereof, whether period for appeal has expired	Character of prisoner	How often punished.	Health and weight on admission and on escape.	Particulars of previous convictions	Remarks by Superintendent of Jail.

The ——— 19

Jailor

Superintendent of the Jail.

West Bengal Form No. 5086.
West Bengal Jail Form No. 27A.

PRISONERS PETITION.

(Permitted under Jail Code Rule 615)

FROM (Name, number and class)—— ———— ———— ———— ————

who was sentenced on———19————, to———— ———— ————

under section———— ———— ——by———— ———— ———— ————

TO

Sheweth,

Signed———— ———— ————

Signature attested by ———— ————

on date 19 *Deputy Jailor*

No.————

Countersigned and forwarded

————Jail *Superintendent*

[To be used typewritten.]

West Bengal Jail Form No. 29

No

From

The SUPERINTENDENT of the

JAIL

To

The Session Judge / Magistrate ——— of ———

Dated the 19 .

Sir,

I request you to be so good as to inform me of the result of the appeals (of the marginally noted prisoners) submitted to you on the dates noted against each.

Yours faithfully,

Superintendent.

West Bengal Jail Form No. 29

No.

From

The SUPERINTENDENT of the

JAIL.

To

The Sessions Judge / Magistrate ——— of ———

Dated the 19 .

Sir,

I request you to be so good as to inform me of the result of the appeals (of the marginally noted prisoners) submitted to you on the dates noted against each.

Yours faithfully.

Superintendent.

West Bengal Form No. 5088.
West Bengal Jail form No. 31.

GOVERNMENT OF WEST BENGAL.

Office of the Superintendent.....Jail.

This is to certify that prisoner (name) .....

.....

father's/husband's name.....

residence .....

sex..... religion .....

age (on conviction).....who was

convicted under section..... .....

on.....by .....

and sentenced to.....having completed

his/her term of imprisonment was released from the.....

.....Jail on.....having earned a

remission of.....

During the period of his/her imprisonment in jail the prisoner received education

in..... .....and

was appointed..... .....and his/

her conduct in jail was.....

He/She had..... .....convictions previously.

.....Jail.

The *19*

Superintendent.

West Bengal Form No. 5089.
West Bengal Jail Form No. 32.

Rules under section 565, sub-section (3) of the Code of Criminal Procedure, 1898 (Act V of 1898).

(1) These rules shall apply only to convicts against whom an order has been made under section 565 of the Code of Criminal Procedure, 1898, relating to notification of residence or change of or absence from residence after release

(2) Before release a convict shall, upon being required to do so by the Superintendent of the Jail in which he is confined or by any person authorised in this behalf by the Superintendent notify in West Bengal Form No 5093 to the Superintendent or person authorised by him, as the case may be, the village and the homestead in that village in which he intends to reside after his release

(3) If, after the seventh day following his release, a convict is residing in any homestead other than that notified by him in accordance with rule (2), he shall, within nine days after the date of his release, attend in person at the thana or outpost within the local limits of which he is residing and notify to the officer-in-charge the village, and the homestead in that village, in which he is now residing.

(4) If, after taking up his residence as notified in accordance with any of these rules, a convict intends to change his residence, he shall, if the homestead to which he intends to change his residence is situated within the local limits of the thana or outpost within which he is at the time residing, at least three, and, in any other case, at least seven days before he intends to leave his notified residence, attend in person at such thana or outpost and notify to the officer-in-charge, his homestead, and the village to which he intends to change his residence and the date on which he intends to leave his present notified residence.

(5) If, after the seventh day following the date notified in accordance with rule, a convict is residing in any homestead (including his last notified residence) other than that notified by him in accordance with rule (4), as his intended residence, he shall, within nine days after the date so notified, attend in person at the thana or outpost within the local limits of which he is for the time being residing and shall notify to the officer-in-charge thereof the village, and the homestead within that village, at which he is for the time being residing.

(6) If a convict intends to absent himself temporarily for one or more nights or for any part of a night from his notified residence, he shall, if he does not intend to leave the local limits of thana or outpost within which he is at the time residing, not later than the first, and in any other case, not later than the third day before his departure from his notified residence, attend in person at such thana or outpost and notify to the officer-in-charge his intention to absent himself together with the village and the particular place to which he intends to proceed and the probable dates of his arrival thereat and departure therefrom respectively."

West Bengal Form No. 5090.
West Bengal Jail Form No. 32A

ফৌজদারী মোকদ্দমার কার্য্যপ্রণালী বিষয়ক ১৮৯৮ খৃষ্টাব্দের (৫নং আইন ১৮৯৮ খৃষ্টাব্দ) ৫৬৫ ধারার (৩) প্রকরণের অধীন নিয়মাবলী।

(১) যে সকল কয়েদীর প্রতি খালাস পাইবার পর, বাসস্থানের, কিংবা বাসস্থানের পরিবর্ত্তনের, কিংবা বাসস্থান হইতে অনুপস্থিতির কথা জানাইয়া দেওয়া সম্পর্কে ফৌজদারী মোকদ্দমার কার্য্যপ্রণালী বিষয়ক ১৮৯৮ খৃষ্টাব্দের আইনের ৫৬৫ ধারামতে আদেশ প্রদান করা হইয়াছে তাহাদের বেলা এই নিয়মাবলী খাটিবে।

(২) কয়েদী যে জেলে আটক থাকে সেই জেলের সুপারিণ্টেণ্ডেণ্ট কিংবা সুপারিণ্টেণ্ডেণ্টের নিকট হইতে এতৎপক্ষে ক্ষমতাপ্রাপ্ত কোন ব্যক্তি তাঁহাকে এইরূপ করিতে আদেশ দিলে, সে খালাস পাইবার পর কোন গ্রামে এবং ঐ গ্রামের কোন ভদ্রাসন বাটিতে বাস করিতে ইচ্ছা করে তাহা ৫০৯৩ নং পশ্চিম বাংলা ফারমে সুপারিণ্টেণ্ডেণ্টকে কিংবা স্থলবিশেষে সুপারিণ্টেণ্ডেণ্টের নিকট হইতে ক্ষমতা প্রাপ্ত ব্যক্তিকে খালাস পাইবার পূর্ব্বে জানাইয়া দিবে।

(৩) কয়েদী যে ভদ্রাসন বাটিতে বাস করিবে বলিয়া (২) নিয়মমতে জানাইয়া দিয়াছে সেই ভদ্রাসন বাটি ছাড়া অপর কোন ভদ্রাসন বাটিতে, খালাস পাইবার সাতদিন পরে, বাস করিতে থাকিলে সে যে থানা বা ফাঁড়ির স্থানীয় সীমানার মধ্যে বাস করিতেছে সেই থানায় বা ফাঁড়িতে, খালাস পাইবার তারিখ হইতে নয় দিনের মধ্যে, স্বয়ং হাজির হইয়া বর্ত্তমানে যে কোন গ্রামে ও ঐ গ্রামের কোন ভদ্রাসন বাটিতে বাস করিতেছে তাহা ভারপ্রাপ্ত কর্ম্মচারীকে জানাইয়া দিবে।

(৪) এই নিয়মাবলীর কোন্ নিয়মমতে যে বাসস্থানের কথা জানাইয়া দেওয়া হইয়াছে সেই বাসস্থানে গিয়া উঠিবার পর কয়েদী যদি তাহার বাসস্থান পরিবর্ত্তন করিতে ইচ্ছা করে তাহা হইলে সে যে ভদ্রাসন বাটিতে উঠিয়া যাইতে চাহে তাহা যে থানা বা ফাঁড়ির এলাকায় সে তখন বাস করিতেছে সেই থানা বা ফাঁড়ির স্থানীয় সীমানার মধ্যে হইলে, সে যেদিন তাহার পর্ব্ব জানান বাসস্থান ত্যাগ করিতে ইচ্ছা করে সেই দিন হইতে অন্ততঃ তিন দিন, এবং অপর কোন ক্ষেত্রে, অন্ততঃ সাত দিন পূর্বে ঐরূপ থানা বা ফাঁড়িতে স্বয়ং হাজির হইয়া সে কোন ভদ্রাসন বাটিতে ও গ্রামে গিয়া বাস করিতে চাহে এবং কোন্ তারিখে তাহার বর্ত্তমানে জানান বাসস্থান ত্যাগ করিতে ইচ্ছা করে তাহা ভারপ্রাপ্ত কর্ম্মচারীকে জানাইয়া দিবে।

(৫) কয়েদী যে ভদ্রাসন বাটিতে বাস করিতে ইচ্ছা করে বলিয়া (৪) নিয়মমতে জানাইয়া দিয়াছে সেই ভদ্রাসন বাটি ছাড়া অপর কোন ভদ্রাসন বাটিতে (এমন কি তাহার শেষ জানান বাসস্থানেও) নিয়মানুসারে জানাইবার তারিখএর সাত দিন পরে, বাস করিতে থাকিলে ঐরূপে জানাইবার তারিখের পর নয় দিনের মধ্যে, সে যে থানা কিংবা ফাঁড়ির স্থানীয় সীমানার মধ্যে তৎকালে বাস করিতেছে সেই থানায় বা ফাঁড়িতে স্বয়ং হাজির হইয়া উহার ভারপ্রাপ্ত কর্ম্মচারীকে সে কোন গ্রামে এবং ঐ গ্রামের কোন ভদ্রাসন বাটিতে সেই সময় বাস করিতেছে তাহা জানাইয়া দিবে।

(৬) কয়েদী যদি এক বা ততোধিক রাত্রি কিংবা কোন রাত্রির কোন অংশের জন্য তাহার জানান বাসস্থান হইতে সাময়িকভাবে অনুপস্থিত থাকিতে ইচ্ছা করে তাহা হইলে, সে তৎকালে যে থানা বা ফাঁড়ির অধীনে বাস করিতেছে সেই থানা বা ফাঁড়ির স্থানীয় সীমানার বাহিরে যাইবার ইচ্ছা তাহার না থাকিলে তাহার জানান বাসস্থান হইতে রওনা হইবার কমপক্ষে একদিন, এবং অপর কোন ক্ষেত্রে, কমপক্ষে তিন দিন পূর্বে ঐরূপ থানা বা ফাঁড়িতে স্বয়ং হাজির হইয়া ভারপ্রাপ্ত কর্ম্মচারীকে তাহার অনুপস্থিত থাকার ইচ্ছা মায় সে কোন্ গ্রামে ও কোন্ বিশেষ স্থানে যাইতে ইচ্ছা করে এবং কোন্ তারিখ নাগাত ঐ স্থানে পৌঁছিতে ও ঐ স্থান হইতে ফিরিতে পারে তাহা জানাইয়া দিবে।

(G. O. No. 4733H.J., dated the 7th September 1942.)

West Bengal Form No. 5093.
West Bengal Jail Form No. 33.

DECLARATION REQUIRED BY SECTION 565, CRIMINAL PROCEDURE CODE.

ফৌজদারি মোকদ্দমার কার্যপ্রণালী বিষয়ক আইনের ৫৬৫ ধারার আদিষ্ট অভিব্যক্তিপত্র।

Jail

জেল।

Dated

তারিখ

I——————————————————————————————

son of——————————————————————————

do hereby declare that I shall reside after release at ——————————

——————————————————————————————

and that for a period of ——————years after release, whenever I intend to change my residence or absent myself temporarily from my place of residence I shall personally notify such intention to the officer-in-charge of the nearest police *thana* or outpost.

শ্রী——————————————————————————এর পুত্র

আমি শ্রী——————————————————————এতদ্দ্বারা ব্যক্ত করিতেছি যে মুক্তির পর আমি——————————————স্থানে——————————বৎসর পর্য্যন্ত বাস করিব, যখনই আমি আমার বাসস্থান পরিবর্ত্তন করিবার মানস করিব অথবা আমার নির্দ্দিষ্ট বাসস্থান হইতে সাময়িক অনুপস্থিত থাকিতে ইচ্ছা করিব তখনই আমি নিজে সর্ব্বাপেক্ষা নিকটবর্ত্তী পুলিশ থানা কিম্বা ফাঁড়ির ভারপ্রাপ্ত কর্ম্মচারীকে আমার অভিপ্রায়ের বিষয় জ্ঞাত করিব।

Signature or left thumb impression
স্বাক্ষর কিংবা বামহস্তের বৃদ্ধাঙ্গুলির ছাপ।

Attested by——————————
স্বাক্ষী শ্রী——————————

Countersigned.
আড় সহি করা হইল।

——————————*Jailor* জেলার।
——————————*Jail* জেল।

The 19 .
তারিখ ১৯ সাল।

Superintenden
সুপারিণ্টেণ্ডেণ্ট

West Bengal Form No. 5094.

West Bengal Jail Form No. 34.

To be prepared in the first week of each month for guidance in the next ensuing month.

REMISSION ROLL

Roll of Prisoner whose remission of sentence will take effect during the month of 19 .

Register number.	Class.	If N.W., C.O. or N. G.	Name of prisoner	Sentence			Date of sentence.			Date of expiry of sentence.			Remission earned in days to end of last quarter.	Possible ordinary remission.	Date of release if maximum remission possible is awarded.	
				D	M.	Y	D	M	Y.	D.	M.	Y	Days.	Days.	D.	M.

_____ Jail.

Prepared correctly———————

Jailor.

Superintendent.

The———————19 .

West Bengal Form No. 5095.

West Bengal Jail Form No. 35 new.

Register of day and night duties of warders and convict officers of the———————Jail.

Date.	Day or night duty (specify particular watch).	Name of gang/Nature of duty.	Name of warder or convict officer	No of prisoners (if any).	Signature of the warder.	Signature of the Head warder or patrolling officer.

West Bengal Form No. 5096.
West Bengal Jail Form No. 36.

ABSTRACT OF REMISSION RULES.

I.—Ordinary Remission.

1. Government has ordered that all eligible prisoners who behave themselves and perform their tasks shall be granted remission of sentence as follows :

To Ordinary Prisoners	..	4 days' remission in every month.
To Convict Watchmen	..	5 days' ,, ,, ,,
To Convict Overseers	..	6 days' ,, ,, ,,
To Convict Night Guards	..	7 days' ,, ,, ,,

2. Prisoners who work on Sundays and holidays may be awarded an extra one day's remission per month.

3. No ordinary remission will be granted for the month in which a prisoner is admitted to jail but he is entitled to one day's remission for any fraction of a month consisting of fifteen days or more.

4. Every prisoner who is eligible for remission and is not punished for a prison offence for one whole year reckoned from the 1st day of the month following the date of his sentence or the date on which he was last punished for a prison offence shall be awarded 15 days' remission.

Explanation :—A prison offence punished with a *warning* only shall not be taken into account.

II. Special Remission.

Special remission may be awarded to any prisoner whether entitled to ordinary remission or not.

5. Special remission may be awarded for special services, as for example :—

(1) Assisting in detecting or preventing breaches of prison discipline or regulations ;

(2) Success in teaching handicrafts ;

(3) Special excellence in, or greatly increased outturn of, work of good quality;

(4) Protecting an officer of the prison from attack ;

(5) Assisting an officer of the prison in the case of out-break, fire or similar emergency ;

6. 30 days' remission equal one month's remission.

7. Scrupulous attention to Jail Regulations and freedom from any Jail punishment on his ticket except warning for three consecutive years.

8. Proficiency as a teacher or pupil on the Jail School .

9. Blood donation.

Copies of this form are to be exposed for general information in wards, workshops, and other places.

West Bengal Form No. 5097.
West Bengal Jail Form No. 36A.

দণ্ডলাঘব বিধিসমূহের সংক্ষিপ্তসার।

১।—সাধারণ দণ্ডলাঘব বিধি।

১। গবর্ণমেণ্ট এই আদেশ করিয়াছেন যে, যে সকল কয়েদি উত্তম আচরণ করে ও যাহারা আপনাদের কর্ত্তব্য সম্পাদন করে, সেই সকল যোগ্য কয়েদির সম্বন্ধে নিম্নলিখিতমত দণ্ডহ্রাস হইবে:—

সাধারণ কয়েদিগণের	প্রত্যেক মাসে	৪ দিনের দণ্ডহ্রাস।
কয়েদি প্রহরিগণের	,,	৫ ,,
কয়েদি ওভারসিয়রগণের		৬ ,,
কয়েদি রাত্রি প্রহরিগণের	,,	৭ ,,

২। যে সকল কয়েদি রবিবার ও অন্যান্য ছুটিদিন কাজ করিয়া থাকে প্রত্যেক মাসে তাহাদের অতিরিক্ত এক দিন দণ্ডহ্রাস করা যাইতে পারিবে।

৩। কয়েদি যে মাসে কারাগারে আগমন করে, সেই মাসের জন্য তাহার সম্বন্ধে সাধারণ দণ্ডহ্রাস হইতে পারিবে না, কিন্তু ঐ মাসের পনের বা তদূর্দ্ধ দিন মেয়াদ থাকিলে একদিনের দণ্ডহ্রাস পাইতে পারে।

৪। দণ্ডহ্রাস লাভ করিবার যোগ্য, এবং যে মাসে দণ্ডিত হইয়াছে বা যে মাসে কারাগারে কোন অপরাধের জন্য শেষ শাস্তি লাভ করিয়াছে তাহার পরবর্ত্তী মাসের প্রথম দিন হইতে আরম্ভ করিয়া এক বৎসর পর্য্যন্ত কারাগারে কোন অপরাধের জন্য দণ্ডিত হয় নাই এমন প্রত্যেক কয়েদিকে ১৫ দিনের দণ্ডহ্রাস দেওয়া যাইবে।

ব্যাখ্যা—কারাগারে যে অপরাধ কেবলমাত্র সতর্কীকরণ দ্বারাই দণ্ডিত হয় তাহা গণনা করা হইবে না।

২। বিশেষ দণ্ডলাঘব বিধি।

সাধারণ দণ্ডহ্রাস পাইবার যোগ্য হউক বা না হউক যে কোন কয়েদিকে বিশেষ দণ্ডহ্রাস দেওয়া যাইতে পারিবে।

৫। বিশেষ বিশেষ কার্য্যের জন্য কয়েদিদিগের সম্বন্ধে বিশেষ দণ্ডহ্রাস করা যাইতে পারিবে যথা:—

(১) কারাগারে শৃঙ্খলা বা নিয়ম ভঙ্গ নিবারণ করিবার কার্য্যে সহায়তা করা

(২) শিল্প কার্য্যে শিক্ষাদানে কৃতকার্য্যতা,

(৩) ভাল কার্য্যে বিশেষ দক্ষতা বা তদ্রূপ কার্য্যের পরিমাণের বৃদ্ধি সাধন

(৪) কারাগারের কোন কর্ম্মচারীকে আক্রমণ হইতে রক্ষা করা

(৫) বিদ্রোহ, অগ্নি বা তদ্রূপ বিপদে কারাগারের কর্ম্মচারীকে সাহায্য করা

(৬) ৩০ দিবসের দণ্ডহ্রাস এক মাসের দণ্ড হ্রাসের সমান।

(৭) কারাগারের বিধি ব্যবস্থা বিশেষ মনোযোগের সহিত পালন করা এবং সতর্কীকরণ ব্যতীত পরপর তিন বৎসর টিকিটে কোনওরূপ কারাবিধি ভঙ্গ জনিত কারাদণ্ডের উল্লেখ না থাকা,

(৮) কারাবিদ্যালয়ে শিক্ষক বা ছাত্র হিসাবে দক্ষতা (অথবা ব্যুৎপত্তি)।

(৯) রক্তদান।

(সাধারণের অবগতির জন্য এই ফরমের নকল প্রত্যেক ওয়ার্ড, কারখানা এবং অন্যান্য স্থানে লটকাইয়া রাখা যাইবে।)

West Bengal Form No. 5098.
West Bengal Jail Form No. 37.

GANG BOOK.

Date. তারিখ। তারীখ্।	Prison No. জেল নং। জেল ন০।	Ward No. ওয়ার্ড নং। বার্ড ন০।	Name of convict. কয়েদীর নাম। কৈদী কা নাম।	Remarks. মন্তব্য। কৈফিয়ত্।

West Bengal Form No. 5099.
West Bengal Jail Form No. 38.

GANG No.

গ্যাং নং

গৈঙ্গ ন০

C. Overseer .	
গেট ..	
দারোগা ..	
N. Watchman ..	
পাহারাওয়ালা ..	
পহরাবালা ..	
N. Watchman ..	
পাহারাওয়ালা ..	
পহরাবালা ..	
N. Watchman ..	
পাহারাওয়ালা ..	
পহরাবালা ..	

Number নম্বর। নম্বর।	Name. নাম। নাম।	Nature of Labour. খাটনি। কাম।	Date. তারিখ। তারীখ্।

WEST BENGAL JAIL FORM No. 40

West Bengal Form No. 5101.
West Bengal Jail Form No. 40.

ABSTRACT OF RULES RELATING TO JAIL PUNISHMENTS.

No female or civil prisoner is liable to any form of handcuffs or fetters.

Serial number.	Reference in Jail Code	Reference in Act IX 1894	Description of punishment	Classification under J. C. Rule 708	If combinable	Period or limit	Interval	Suited for	Remarks
1	710	46 (1) 47 (1)	Formal warning	Minor (1)	No			First offence	Personally addressed by superintendent
2	711 732	46 (2) 50	Change of labour to some more irksome or severe form	Minor(2)	Yes	Definite, or till good behaviour		Persistent short work or idleness	Only for R. I. Prisoners. Requires medical certificate
3	732	46 (3)	Hard labour	Major(1)		7 days			For convicts not sentenced to R. I. Requires medical certificate.
4	712	46 (4)	Forfeiture of remission earned	Minor (3)	Yes	4 days		Petty offences	Should be given as long as any remission remains.
5	712	46 (4)	Ditto	Major(2)(a)	Yes	7 to 12 days			
6	713	46 (4)	Ditto	Major(2)(b)	Yes	More than 12 days			Rests with I.-G.
7	708	46 (4)	Exclusion from remission system	Major(2)(d)	Yes	3 months			
8	713	46 (4)	Ditto	Major(2)(e)	Yes	More than 3 months			Rests with I.-G.

9	714	46	(4)	Forfeiture of class, grade or prison privileges under remission system	Minor(4)	Yes	3 months		
10	714	46	(4)	Ditto	Major(2)(c	Yes	More than 3 months		
11	724 565	46	(8)	Separate confinement	Minor(6	Yes	14 days		
12	724 565	46	(8)	Ditto	Major(	Yes	30 days or 3 months with sanction of I G		
13	717	46	(6)	Handcuffs in front day or night.	Minor(7)	Yes	12 hours for 4 consecutive days.	12 hours	Weight of each— Bar handcuff = ·91 kg. Swivel ,, = ·56 kg. Chain ,, = ·45 kg.
14	717	46	(6)	Handcuffs behind by day	Major(6)	Must not be combined with handcuffs in intervals	6 hours for 4 consecutive days	12 hours	
15	718	46	(7)	Link fetters	Minor(8)	Yes	30 days	10 days	Weight of— Link fetters = 1·36 kg Bar ,, = 2·26 kg. Cross bar = 1·02 kg. Length of bar fetters— ·51 metre each. Length of chain— ·61 metre.
16	719	46	(7)	Ditto	Major (4)	Yes	12 months	10 days	
17	720	46	(7)	Bar fetters	Major(5)	Yes	6 months	10 days	
18	731	47		Combination of punishments	Major(7)				
19	668 688			Forfeiture of interviews and letters.			Discretion of Superintendent		
20	902			Forfeiture of privileges of buying or receiving food from outside			Ditto		Making over food, clothing, etc., to other prisoners. Applies to Civil Prisoners.

West Bengal Form No. 5102.
West Bengal Jail Form No. 41.

——————————Jail.

PRISONER'S LETTER.

Contents admissible under the rules. Passed and may be posted.

Jailor. *Superintendent.*

West Bengal Jail Form No 42. [To be used in manuscript]

PARADE STATEMENT.

{To be submitted after alarm parades and at inspection by Inspector-General.

Details.	Deputy Jailers.	Warders.		Total	Remarks. (The names of all persons absent, cause unknown must be entered here.)
		Head warders	Recruits warders.		
1 Present on parade					
ABSENT FROM PARADE.					
2 On duty			.	.	
3 On leave (without substitute) .			.		
4 On leave (marketing)					
5 *En route* to join .		.	..		
6 Sick (or excused parade)	..		.	.	
7 Suspended .	.		..		
8 Vacancies	.	.	..	.	
9 Absent, cuase unknown			.		Time when alarm Parade was held—
Total sanctioned strength ..					Blank ammunition expended— Round.

——————————Jail :
The 19 . } *Jailor.*

[*Foolscap Folio.*]

West Bengal Form No 58

[To be used in manuscript.]

To be submitted to Inspector General of Prisons whenever any article which the Superintendent is not authorised to purchase is needed before the purchase of such article.]

ESTIMATE OF THE COST OF————FOR THE JAIL AT————

1	2	3	4	5	6	7	8	9	10	11	12	13	14
					Memorandum of Budget provision					If there is no balance under foregoing head charge is to be met from savings			
Serial number of estimate of the year	When to be purchased	Names of articles required	Number or quantity	Rate at which to be purchased	Cost	Head of charge	Amount sanctioned in Budget	Amount expended up to date of estimate	Balance available	Under head	Expended up to date of this estimate	Expected savings at the close of the year	Remarks
					Rs P		Rs P	Rs P	Rs P		Rs P	Rs P	When applying for advances for storing grain or other articles in bulk, the following particulars to be mentioned Number of prisoners for whom the article is required Date on which the article applied for will be put into use } The Probable time it is calculated to last Number and date of sanction under which last prior purchase was made } No date Date up to which last prior purchase will last }

NOTE —Sanction for each article to be applied for separately, particulars showing the necessity for it being given

Jail.

Jail Manual Form I

671

[To be used in manuscript.]

West Bengal Jail Form No. 59.

No.

ESTIMATE OF COST OF PUBLIC WORKS.

Not exceeding Rs. 500 in cost

To be carried out by the Jail Department independently of the Public Works Department.

*I ORIGINAL WORKS or REPAIRS

*II ADDITIONS / ALTERATIONS to buildings *not on the books* of the Public Works Department

— JAIL

(1) Brief description of the work to be done and the necessity for it

(2) Brief note of any correspondence on the subject

Item.	Description of material and labour required	Quantity or number	Rate	Cost of each item		Total	
				Rs	P	Rs	P
			Total requiring sanction				
——convicts for ——days at per head per diem							
Value of old materials in hand on which use can be made							
			Grand Total				

*Score through part not required

Note (1). No work to be commenced till sanction is accorded.

Note (2).—No thatched building may be constructed within 46 metres of a permanent building.

Note (3).—No P.W.D. building may be added to, altered or dismantled without the sanction of the P. W. Department.

The——Jail.
Dated the——19 .

Jailor. *Superintendent.*

West Bengal Form No. 5103.
West Bengal Jail Form No 61

[To be submitted annually on 1st March.]

Indent on the——————————Jail for Cotton Clothing.

Description of Clothing			*In hand on	Number required	Number passed by Inspector-General
Kurtas cotton male		A Class B			
	female	A B			
	convict watchman				
Coat	convict overseers	A Class			
Tunic					
Trousers	convict overseers	A Class			
Cumla					
	convict overseers	A Class			
Cap					
	convict overseers				
Cloth	Turban	A Cl B			
	Hospital Clothing				
Kurta	Turban	A Cl B			
	Vest	A B			
Jangia		A Cl B			
Cap		A Cla B			
Sheet		A Cl s B			

*I certify that I have examined these articles in stock as in Godown and in use by prisoners and that they are serviceable and fit for use

The ——————————Jail

Dated the——————— 19 . *Jailor* *Superintendent.*

West Bengal Form No. 5104
West Bengal Jail Form No 61A

[To be submitted annually on 1st March.]

Indent on the——————Jail for Warm Clothing.

	Description of Clothing	*In hand on	Number required	Number passed by Inspector General
Blankets				
,,	Hospital			
Blanket	Kurta			
,	Jungeal			
,	Caps			
,,	Great coats			

*I certify that I have examined these articles in stock, *i e*, in Godown and in use by prisoners and that they are serviceable and fit for use

The——————Jail

Dated the——————19 . ***Jailor.*** ***Superintendent.***

West Bengal Form No. 5105.
West Bengal Jail Form No. 62.

(To be submitted annually on 1st March.)

Indent on the——————————Jail for Warders' Uniform

Jail.	Suits, Khaki drill.			Pugrees		Pugree with fringes	Puttees Khaki (pairs)	Chevrons				Greatcoats			Buttons		Letters		Jerseys, woollen			Mosquito nets	
	1st size	2nd size	3rd size	Head warders	Warders			1 bar	2 bars	3 bars	4 bars	4 bars and State Emblem	1st size	2nd size	3rd size	Large	Small	W	R	1st size	2nd size	3rd size.		
District or Central Jail																								
Subsidiary Jails at																								
(1)																								
via																								
(2)																								
via																								
(3)																								
via																								
(4)																								
via																								
(5)																								
via																								

The——————————Jail

Dated the——————————19

Jailor

Superintendent.

West Bengal Form No. 5106.
West Bengal Jail Form No. 63.

Consolidated indent for arms (reserve stock) for the year ending

Authorised scale.	Arms to which entitled to on the basis of the scale.	Actual holding	Difference between Cols. 2 and 3.	Present demand.	Remarks.	Consignment instructions.
1	2	3	4	5	6	7

The _____ Jail.

Dated the _____ *19* .

Superintendent.

West Bengal Form No. 5106A.
West Bengal Jail Form No. 63A.

CONSOLIDATED INDENT FOR PRACTICE AMMUNITION FOR THE YEAR ENDING

State—West Bengal (Jails)

Category of Ammunition—.410 Muskets Blank Cartridges.

Unit.	Number of men for whom required.	Authorised scale.	Quantity of ammunition entitled to on the basis of scale mentioned in column 3.	Actual holding.	Difference between Cols. 4 and 5.	Present demand.	Remarks.	Consignent instructions.
1	2	3	4	5	6	7	8	9

_____Jail

*Dated the*_____*19* .

Superintendent.

West Bengal Form No 5107

West Bengal Jail Form No 51

Store Order No —

To —

Please supply at once the undernot I rticles —

West Bengal Form No 5107

Store Order No —

To —

Plc e supply at once the undernoted articles —

N B The goods to b ac ompanie l by a
inv ice on price l chalan sho zin r number and date
f h order Bills shoul l be s bmitte l promptly
on re pt h ing grante l

Jail,

Deputy Superintendent or Jailor.

West Bengal Form No 510
West Bengal Jail Form No 6

STORE DELIVERY ORDER

No Date —

Description of articles

Number or quantity

To whom sold

Value

Cash or credit

Deputy Superintendent or Jailor

W b l l o No 5108

STORE DELIVERY ORDER

No Da'e——

STOREKEEPER

Deliver the ollowing articles

Description of articles.	Number or quantity.

To whom sold

Value

Cash or credit

Deputy Superintendent or Jailor.

West Bengal Form No. 5101
West Bengal Jail Form No. 6

Dated the ——— 19

GATE-KEEPER'S PASS No.

Pass out the following articles for —

Name of person	Articles	Rs.	P.

Cash or credit

Store-keeper

West Bengal Form No. 5101

Dated the ——— 19

GATE-KEEPER'S PASS No.

Pass out the following articles for —

Name of person	Articles	Rs.	P.

Cash or credit

Store-keeper.

West Bengal Form No 5110.
West Bengal Jail Form No 67.

CASH MEMO.

Calcutta, _____

Number or quantity	Description of articles	Rate Rs	P	Per	Amount R	P
	Total					

West Bengal Form No 5111
West Bengal Jail Form No 68

CREDIT MEMO.

Name _____

Address _____

Number or quantity	Description of articles	Rate Rs	P	Per	Amount Rs	P
	Total					

Calcutta _____ *19*

West Bengal Form No. 5112.
West Bengal Jail Form No. 69.

Bill for articles of Jail Manufacture supplied to the Public

Bill No.————————

Shri————————————————————————————**Dr.**

To The Manufactory department of the————————-for the undermentioned articles supplied, as per voucher annexed, during the month of———— ————19.

An early settlement is requested.

Received payment.	19	Rs.	p.

The— —— —— —— —— ——*19*

Foolscap octavo]

West Bengal Form No. 5113
West Bengal Jail Form No. 69A

[**To be furnished in triplicate : one copy to be returned immediately after countersignature.**]

Bill for articles of Jail Manufacture supplied to the Public

Bill No.————————

Shri————————————————————————————**Dr.**

To The Manufactory department of the————————-Jail for the undermentioned articles supplied, as per voucher annexed, during the month of———— ————19.

An early settlement is requested.

Received payment.	19	Rs.	p.

The————————————*19*

West Bengal Jail Form No. 69A is similar to West Bengal Jail Form No. 69, but is printed on Foolscap 16mo.]

West Bengal Form No 5114
West Bengal Jail Form No 70

[To be furnished in triplicate, one copy to be returned immediately after countersignature.]

To be used for supplies made from one Jail to another

INVOICE OF ARTICLES OF JAIL MANUFACTURE.

The Superintendent of the [illegible] Jail ——————————————— Dr

To the Manufacturing Department of the ——————— Jail for the undermentioned articles supplied during the month of ——————— 19 , as per order No ——— dated ——————— 19

[illegible]

The [illegible] *Superintendent*

[illegible]

No dated the 19

Countersigned for Rs. ( )

which will be added to the account of expenditure at foot of the detailed Contingent Manufactory bill for 19

Superintendent of Jail.

Instructions.

It is essential for audit purposes that the entries regarding the heads of account indicated above to which this amount is debitable are filled in by the countersigning officer. Failure to do so will result in unnecessary delay and return of this invoice for compliance.

West Bengal Form No 5155
West Bengal Jail Form No 73

ARTICLES OF AGREEMENT MADE INTO THIS DAY
of 19

BETWEEN OF
[illegible] hereinafter
called the said contractor [illegible] on [illegible] part and THE GOVERNOR OF THE STATE OF WEST BENGAL [illegible] called [illegible] Governor [illegible] of the other part
WHEREAS the Governor [illegible] to obtain [illegible] the schedule [illegible]
the contractor has agreed to [illegible] the period
[illegible] from the
day of [illegible]
[illegible] presents
[illegible]

[illegible]
AND WHEREAS [illegible]
AND WHEREAS [illegible] public
[illegible]

1 [illegible]

[illegible]

2 [illegible]
[illegible] prepared to deliver [illegible] be less
[illegible]

3 The articles [illegible] shall be [illegible] specified in the schedule [illegible] masters or samples [illegible] in every respect equal to such masters or samples and the decision [illegible] ordering the articles as to their quality or conformity with the masters and samples shall be final and binding on the said contractor and his representatives and all rejected articles shall be replaced immediately by other articles of the proper quality or kind

West Bengal Form No. 5155—*continued.*
West Bengal Jail Form No. 73—*continued.*

4. If and whenever the said contractor shall supply any articles of an inferior quality (whether such articles shall be rejected or not) he shall be liable to a fine not exceeding rupees five for each offence and it shall be lawful for the Governor to deduct the amount thereof from any moneys which may be due by him to the said contractor or to realise the same from the security deposit of the said contractor which shall at once be made up again by the said contractor to the full amount.

5. If the said contractor shall at any time fail to deliver at the proper time or to replace all or any articles so as aforesaid to be provided under this agreement to the satisfaction of the officer or officers requiring or ordering the same the Governor or the Inspector-General of Prisons, West Bengal the Superintendent of Jail or any other person or persons duly authorised in that behalf shall be at liberty to purchase or procure elsewhere any such articles as shall at any time be required at the expense and costs of the said contractor who shall pay for the same on demand and in default of payment it shall be lawful for the Governor or any person or persons duly authorised on his or their behalf to set off and deduct such prices from any moneys which may be due to the said contractor under this agreement and also to sue the said contractor for any deficiency which may not be covered by such set off and deductions.

6. This said contractor will during the continuance of this contract always keep in store at the said jail at such quantities of the articles mentioned in the said schedule hereto of the specified quality as the Superintendent of the said Jail or other officer or officers in charge of the said jail at shall consider requisite for for the purposes of the said jail at

7. The said contractor shall not under any circumstances whatever have any private pecuniary dealing with or give any present or gratuity to any jail official.

8. In case of the non-performance and breach by the said contractor of all or any of the provisions of this agreement and specially of the last preceding clause the said so deposited as aforesaid or any other security substituted in lieu thereof and also all sums then owing to the said contractor shall and may be appropriated by the Governor as and by way of liquidated damages for such breach of covenant and the Governor may in that case sell and dispose of such and apply the proceeds thereof as such liquidated damages as aforesaid without reference to the questions whether any ascertainable pecuniary damage may or may not have resulted from such breach and without reference to the relative importance of such breach and the Governor shall also be at liberty to sue the contractor for any damages which may exceed the amount receivable by him under this clause.

9. The said contractor shall attend at the said jail at on and shall present his account for the articles supplied during the preceding

and the same shall upon being examined and passed be paid subject to any deductions under this agreement and on the day of a final settlement of account shall be made and come to for the said period of months between the Governor and the said contractor.

West Bengal Form No. 5155—*concluded.*
West Bengal Jail Form No. 73—*concluded.*

10. If during the currency of this contract, the said contractor or any relative or dependant of the said contractor is in the opinion of the Inspector-General of Prisons found to have taken part in or been in any way connected with any subversive movement the Inspector-General of Prisons shall be at liberty to determine the contract forthwith by notice in writing and in such case neither the contractor nor anybody else shall have any claim to compensation in any form in respect of any loss, injury or damage howsoever caused by the determination of the contract.

11. It shall at any time be in the option of the Governor or of the Inspector-General of Prisons or the officer or officers in charge of the said jail at for the time being to determine this contract by giving unto the said contractor or by posting to or leaving at his last known office or place of abode days' notice in writing of the intention so to do and it is hereby lastly agreed that if any suit shall be brought touching the subject matter of those presents or any covenant agreement clause matter or thing herein contained in any Court subject to the Superintendence of the High Court at Calcutta in the same shall and may at the instance of the Governor be removed into, heard, tried and determined by the said High Court in its Extraordinary Original Jurisdiction and it is hereby particularly agreed and declared that this contract is intended to be and shall be deemed and taken to be in the nature of a bond for the performance of a public act in which the public are interested and that the same is entered into under the orders of the Government of West Bengal so as to be within the 74th section of the Indian Contract Act.

In witness whereof the parties to these presents have hereunto set and subscribed this respective hands the day month and year first above written

Signed and Delivered by the Contractor in the presence of
(Signature address and Description of witnesses)

Signed and Delivered for and on behalf of the Governor of the State of West Bengal of the Inspector General of Prisons, Government of West Bengal in the presence of:
(Signature, address and Description of witnesses.)

THE SCHEDULE HEREINBEFORE REFERRED.

G. O. No. 2652-HJ 4J-73/53 dated 23rd August 1955.

West Bengal Form No. 5115
West Bengal Jail Form No. 74.

ARTICLES OF AGREEMENT MADE THIS DAY of 19
BETWEEN OF hereinafter called "the said contractor contractors" of the one part and THE GOVERNOR OF THE STATE OF WEST BENGAL hereinafter called "the Governor" of the other part Whereas the Governor having occasion to obtain supplies of the articles mentioned in the schedule hereto for the use of the Jail at the contractor has agreed to supply for the period of commencing from the day of 19 and terminating on the day of 19 and the said contractor has agreed to execute these presents and to deposit with the Governor to secure the faithful performance of the terms conditions and covenants on his part contained this Agreement and Whereas in part performance of the said agreement the said contractor has deposited with the Governor AND WHEREAS THE performance of this contract is an act where in the public are interested and the said contractor has agreed to enter into the same under the orders of the State Government

NOW THESE PRESENTS WITNESS that it is hereby agreed as follow :—

CONDITION OF CONTRACT.

1. The cash or securities deposited as earnest money by the person or persons whose tender may be accepted (hereinafter called the Contractor Contractors with the Inspector-General of Prisons to whom such tender was made (hereinafter called Inspector-General) shall be retained by the Inspector-General by way of security deposit. All compensation or other sums of money payable by the Contractor/Contractors to the State of West Bengal under the terms of his/their contract, and the amount of the stamp thereon, may be deducted from or paid by the sale of a sufficient part of his/their security deposit, or from any sums which may be due or may become due to the Contractor/Contractors by the State of West Bengal on any account whatsoever, and in the event of his/their security deposit being reduced by reason of any such deduction or sale as aforesaid the Contractor/Contractors shall within three days thereafter make good in cash or Government securities endorsed as aforesaid any sum or sums which may have been deducted from or raised by sale of his/their security deposit or any part thereof; any balance of the said security deposit remaining in the hands of the Inspector-General at the date of the due completion of the said contract shall after deducting therefrom all such sums (if any) as may be payable to the State of West Bengal thereout be returned to the Contractor/Contractors.

2. The delivery of the supplies shall be made in such instalments, on such dates and in such quantities as may from time to time be notified in writing by the Superintendent Jail (hereinafter called the Superintendent) or any other officer authorised in that behalf to the Contractor/Contractors and all deliveries shall be made between the hours of 6 a.m. and 4 p.m., and shall be made at in all respects at the expense of the Contractor/Contractors.

3. The supplies shall be in all respects at least equal to and in accordance with the samples submitted by the Contractor Contractors with his/their tender, which samples shall during the subsistence of the contract be kept in sealed glass bottles marked for identification with the signature of the Superintendent under the date of the contract and the name (s) of the Contractor Contractors.

4. Each instalment shall, at the time of or within 48 hours after delivery thereof, be weighed by or under the superintendence of an officer of the Jail to be appointed by the Superintendent generally or specially for the purpose, and if weighment of any instalment shall not be made on delivery thereof, the Contractor/Contractors shall be given 12 hours' notice in writing by the Superintendent or his officer of the time when such weighment is to be made, and shall be entitled to be present at the making thereof, but if the Contractor Contractors shall not attend at the time appointed for weighment of any instalment, such weighment shall be made in his their absence and the certificate of the Superintendent, or that of the officer by whom the same was made, shall be conclusive against the Contractor/Contractors of the result thereof. If on the weighment of any instalment, the same shall be found to be of short weight the Contractor Contractors shall within three days thereof, if required by the Superintendent or his officer so to do, deliver such further quantity equal in all respects to sample as may be necessary to make up the deficiency

5 Should the whole or any portion of any instalment be rejected by the Superintendent as inferior to or not in accordance with sample, of which rejection the certificate in writing of the Superintendent shall be conclusive against the Contractor Contractors, the Contractor Contractors shall not be entitled to replace by other supplies the instalment or quantity thereof so rejected as aforesaid, unless the Superintendent see fit to allow the Contractor Contractors so to do, and in the event of the Superintendent, either personally or by his officer, requiring the Contractor Contractors to make such replacement as aforesaid, the same shall be made within three days from the date of the certificate of rejection of the Superintendent.

6. If—(a) the Contractor Contractors fail(s) to deliver any instalment of the supplies on the dates provided for delivery in clause 2 hereof,

(b) the Contractor/Contractors shall not, after being called upon so to do, replace any quantity of the supplies by which any instalment shall be found on weighment to be short in weight, within the time allowed for the purpose in clause 4 hereof;

(c) any instalment or quantity of the supplies shall be rejected by the Superintendent as inferior to or not in accordance with sample as is provided for in clause 5 hereof, and the Superintendent shall decide not to allow the Contractor/Contractors to replace the same in pursuance of the discretion given to him in that behalf in the said clause 5 hereof;

(d) the Contractor/Contractors shall not, after being called upon so to do, replace any instalment or quantity of the supplies which shall be rejected by the Superintendent as inferior to or not in accordance with sample, within the time allowed for the purpose in the said clause 5 hereof, then in every and any such case, the Superintendent shall be at liberty to purchase from such source as he may think fit such quantity (equal in all respects to sample) of supplies as shall be necessary to make up the deficiency of the supplies of which default in delivery has been made or the instalment or quantity thereof, rejected, as the case may be, and the Contractor/Contractors shall pay to the Superintendent, on behalf of the Governor the excess of the sum or sums paid for the quantity so purchased, over the sum which would have been paid to the Contractor/Contractors therefor in accordance with the terms of his/their contract, and such further sum not exceeding one half of

West Bengal Form No. 5115—*continued.*

West Bengal Jail Form No. 74—*continued.*

the deposit of the Contractor/Contractors as the Superintendent may decide to be reasonable, as compensation to the State of West Bengal for the loss and inconvenience caused by any such default of the Contractor/Contractors as aforesaid, of which sum, and of the amount of such excess as aforesaid, the certificate in writing of the Superintendent shall be final and conclusive against the Contractor/Contractors.

7. Supplies rejected shall be removed by the Contractor/Contractors within such time as the Superintendent may fix by his certificate of rejection thereof, failing which the Superintendent will be at liberty to remove and sell the same on the Contractor's/Contractors' account at his/their expense, and at his their risk without any further notice or intimation to the Contractor Contractors. No payment shall be made to the Contractor Contractors for rejected supplies, whether in respect of damage thereto or loss thereof, or any part thereof, or otherwise, except only that the Contractor Contractors shall be paid or credited with the balance of any sum or sums realised by the sale thereof, after deducting all expenses of removal and sale thereof and all other moneys (if any) for the time being due by the Contractor Contractors under his/their contract.

8. The Contractor Contractors shall not, without the consent of the Inspector-General assign, transfer, sublet or let out the contract, or any part thereof, or any right to payment thereunder, or associate or interest any other person or persons with him them for the purpose of the performance thereof.

9. if—

(a) any person in any way connected with the Jail in respect of which the tender is made becomes in any way interested in the contract,

(b) the Contractor Contractors or any of his their servants is guilty of any fraud or attempted fraud in carrying out the contract or offers any bribe or gratuity to any person connected with the Jail aforesaid or to any person drawing salary from the Government of India or the Government of any of the States in India.

(c) the Contractor Contractors assign(s), transfer(s), sublet(s) or let(s) out the contract or any right to payment thereunder, for the purpose of the performance thereof;

(d) the Contractor Contractors fail(s) to deliver any of the instalments by which the supplies under his contract are to be made as hereinbefore provided on the day stipulated for such delivery, or to make good any short deliveries or replace any rejected supplies, if required by the Superintendent so to do, within the time allowed by him for such making good or replacement, or if the whole or any portion of two successive instalments shall be rejected by the Superintendent as inferior to or not in accordance with sample;

(e) the Contractor/Contractors shall become insolvent or apply for relief as (an) insolvent debtor(s), then, in any and every such case, the Superintendent shall be at liberty by notice in writing to the Contractor Contractors forthwith to determine the contract, and the Contractor/Contractors shall thereupon pay to the Superintendent, on behalf of the Governor of the State of West Bengal, in addition to any damages payable by the Contractor Contractors under the provisions hereinbefore contained, such sum, not exceeding the amount of the security deposit of the Contractor/Contractors as the Superintendent may decide to be reasonable compensation for the loss and inconvenience caused by the breach, of which sum the certificate in writing of the Superintendent shall be final and conclusive.

West Bengal Form No. 5115—*concluded.*
West Bengal Form No. 74—*concluded.*

10. If at any time during the currency of this contract the Contractor Contractors or any relative or dependant/relatives or dependants of the Contractor Contractors is/are in the opinion of the Inspector-General of Prisons found to have taken any part in or been in any way connected with any subversive movement, the Inspector-General of Prisons shall be at liberty to determine the contract forthwith by notice in writing and in such case neither the Contractor/Contractors nor any body else shall have any claim to compensation in any form in respect of any oss, injury or damage howsoever caused by the determination of the contract.

11. If the contract is undertaken by more than one person, all receipts for payments made to such persons in respect of the contract must be signed by each of such persons, or in the absence of any one of them by some person holding a power-of-attorney to give effectual receipts for such absent person except where the contractors are described in their tender as a firm, in which case receipts must be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipts for the firm.

12 Any notice requiring to be given to or served upon the Contractor/ Contractors under any of the provisions hereof shall be deemed to be sufficiently served if handed to the Contractor/Contractors or addressed to him/them or one of them and left at or placed in the Post addressed to his/their usual or last known place of abode.

(Space for further terms and Conditions.)

The schedule hereinbefore referred.

Description.	Quantities	Per	Rates in figures and words	Total Cost	Date of Delivery	Remarks.
1	2	3	4	5	6	7

In witness whereof the parties to these presents have hereunto set and subscribed their respective hands the day, month and year first above written.

Signed and Delivered by the Contractor/
Contractors in the presence of—

£ & +Witness
Address
Occupation——————————(i) ——————————*
——————————(ii) Contractor.

Signed & Delivered for and on behalf of the Governor of the State of West Bengal by the Inspector-General of Prisons, Government of West Bengal in the presence of—

Witness
Addess
Occupation——————————

+(i) Signature of witness to Contractor's signature.
£(ii) Signature of witness of officer's signature.
*Signature of Contractor.
$Signature of officer on behalf of Governor.

(G. O. No. 2652-HJ/4J/73/53, dated 23rd August 1955.)

[To be used in manuscript.]

West Bengal Jail Form No. 77.

No.

From

The SUPERINTENDENT of the——————JAIL,

To

The TREASURY OFFICER,

Dated , *the*——————*19* .

Sir,

Please grant Remittance Transfer Receipts, particulars of which are given below.

The amount is required for *bona fide* public purposes :—

In whose favour.	On what account.	Where payable	Amount.

Yours faithfully,

Superintendent.

[To be used in manuscript]

West Bengal Jail Form No. 77.

No.

From

The SUPERINTENDENT of the——————JAIL,

To

The TREASURY OFFICER,

Dated , *the*——————*19* .

Sir.

Please grant Remittance Transfer Receipts, particulars of which are given below

The amount is required for *bona fide* public purposes :—

In whose favour.	On what account.	Where payable.	Amount.

Yours faithfully,

Superintendent.

West Bengal Form No. 5116.
West Bengal Jail Form No. 78.

RECEIPT FOR CIVIL PRISONER'S DIET MONEY OR CHARGES FOR CLOTHING AND BEDDING

No.

Received from———————————————————————————
of (address)———————————————————————————
the sum of Rs.———————————————————as follows :—

	Rs.	P.
Subsistence allowance at the rate of—a day up to and for the———————19		
Charges for clothing and bedding		
Total ..		

On account of judgment-debtor No.———————

Name———————————————————————————

———————————Jail.

The———————19 . *Jailor.*

NOTICE

The Decree-holder is hereby informed that unless the clothing and bedding supplied by him are claimed within ten days of the release of the judgment-debtor, they will be sold at his risk and the money will be deposited in the court.

No payment will be received after 6 p.m.

West Bengal Form No. 5116.

RECEIPT FOR CIVIL PRISONER'S DIET MONEY OR CHARGES FOR CLOTHING AND BEDDING.

No.

Received from———————————————————————————
of (address)———————————————————————————
the sum of Rs.———————————————————as follows :—

	Rs.	P.
Subsistence allowance at the rate of —a day up to and for the———————19		
Charges for clothing. and bedding . ..		
Total ..		

On account of judgement-debtor No.———————

Name———————————————————————————

———————————Jail.

The———————19 . *Jailor.*

NOTICE

The Decree-holder is hereby informed that unless the clothing and bedding supplied by him are claimed within ten days of the release of the judgment debtor, they will be sold at his risk and the money will be deposited in the court.

No payment will be received after 6 p.m.

West Bengal Form No. 5117.
West Bengal Jail Form No. 80.

TRIPLICATE

(To be filed in the Jail Office.)

TREASURY REMITTANCE VOUCHER
OF THE——————JAIL.

No.——of 19 . Manufacture Department,
The——————*19*

To
THE COLLECTOR OF

Sir,

Be so good as to receive the undermentioned sum, Rupees and to credit the same under head "*Sale-Proceeds of*——————
Jail Manufactures for the month of——————19 ."

Date of receipt.	From whom received.	On what account.	Amount. Rs. P.
		SALE-PROCEEDS OF JAIL MANUFACTURES.	

Yours faithfully.

Jailor. *Superintendent of the Jail.*

No.

Received Rupees
(Rupees)

The——19 ——Treasury

West Bengal Form No. 5117.
West Bengal Jail Form No. 80.

DUPLICATE

(To be submitted with Quarterly Return No 23 to the Inspector-General's Office)

TREASURY REMITTANCE VOUCHER
OF THE——————JAIL

No ——of 19 Manufacture Department,
The——————*19* .

To
THE COLLECTOR OF

Sir.

Be so good as to receive the undermentioned sum, Rupees and to credit the same under head "*Sale-Proceeds of*——————
Jail Manufactures for the month of——————19 "

Date of receipt	From whom received	On what account	Amount Rs P.
		SALE-PROCEEDS OF JAIL MANUFACTURES	

Yours faithfully

Jailor *Superintendent of the Jail*

No

Received Rupees
(Rupees)

The——19 *Collector* ——*Treasury*

West Bengal Form No. 5117.
West Bengal Jail Form No. 80.

ORIGINAL

TREASURY REMITTANCE VOUCHER
OF THE——————JAIL.

No ——of 19 Manufacture Department
The——————*19* .

To
THE COLLECTOR OF

Sir.

Be so good as to receive the undermentioned sum, Rupees and to credit the same under head "*Sale-Proceeds of*——————
Jail Manufactures for the month of——————19 ."

Date of receipt	From whom received	On what account	Amount Rs. P.
		SALE-PROCEEDS OF JAIL MANUFACTURES	

Yours faithfully,

Jailor *Superintendent of the Jail*

No

Received Rupees
(Rupees).

The——19 . *Collector,*——*Treasury.*

West Bengal Form No. 5118
West Bengal Jail Form No 81.

No.

From

The SUPERINTENDENT of

Jail,

To

_____

*Dated*_____, *the*_____*19*

Sir,

With reference to_____

I enclose herewith Railway receipt No _____ _____

for_____

_____ _____, despatched to your address on the

_____in accordance with your his instructions Please take delivery and return the enclosed invoice duly countersigned/ acknowledge receipt of the same at an early date

Yours faithfully,

Superintendent

West Bengal Form No 5118
West Bengal Jail Form No, 81

No.

From

The SUPERINTENDENT of

Jail,

To

_____

*Dated*_____, *the*_____*19*

Sir,

With reference to _____

I enclose herewith Railway receipt No._____

for_____

_____ _____, despatched to your address on the

_____ _____in accordance with your/his instructions Please take delivery and return the enclosed invoice duly countersigned/ acknowledge receipt of the same at an early date.

Yours faithfully,

Jailor.

Superintendent.

West Bengal Form No 5119.
West Bengal Jail Form No. 82.

(To Accompany Railway Receipt).

Caution

The jail is not responsible for any loss, damage, or wrong delivery which may occur in transit after delivery of the packages to the Railway authorities. Consignees are requested to satisfy themselves, before taking delivery, that the packages are sound, correctly addressed, and of correct weight as entered on the Railway receipt and are cautioned against accepting any package which may appear to have been tampered with or damaged

——————Central Jail,

The *19* .

West Bengal Jail Form No 83 [To be used type written]

LETTER REPORTING CHANGE OF SUPERINTENDENT

Memorandum No

To

The INSPECTOR-GENERAL OF PRISONS, WEST BENGAL

— — -Jail,

The — — *19*

Sir,

WITH reference to Rule 61 of West Bengal Financial Rules Vol I we, the undersigned, have the honour to report that we have this day of at o'clock in the noon, respectively, delivered over and received charge of the office of the Superintendent of the Jail

The general Cash and the Accounts of the jail have been examined and found to be correct in all particulars, and I (Relieving Officer) have satisfied myself, as far as possible, that all stock (both general and manufactory), machinery, plant and tools shown in the Accounts are forthcoming and that the Registers have been written up to date. The Establishments (fixed and extra) attached to the jail have been ascertained to have been sanctioned.

Relieving Officer. *Relieved Officer.*
Designation. *Designation*

And, with reference to Rule 88(7) of the West Bengal Financial Rules, Vol. I, I (Relieving Officer) acknowledge to have received Rs. of the Permanent Advance, and that the full amount of such Advance is due from and to be accounted for by me.

Relieving Officer.
Designation.

The selection of the abovenamed Relieving Officer to take charge of the jail has my approval.

Magistrate.

Foolscap folio.]

West Bengal Form No. 5120.
West Bengal Jail Form No. 84.

Memo. No.

——————————Jail.

Copy of remarks made in Register No. I [Visitors' Book on the ————day of————19 by (name)———————office———— ——————————————forwarded to the Inspector-General of Prisons, West Bengal, under Rule 61.]

Superintendent of the Jail.

Dated the————of————19 .

Minutes of Visitors.	Observations of Superintendent.

West Bengal Form No. 5121
West Bengal Jail Form No. 85.

Statistics showing the working of the————————Jail.

Dated————————of————————19 .

[To be furnished to the Governor, to the Minister or to the Inspector-General of Prisons, on arrival at the station of inspection.]

(1)—ACCOMMODATION

	In Hospital		Under Observation		Under Segregation		Civil		Under-trial		Foreigner		Juvenile		Convicts						Grand Total
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Registered accommodation																					
Under-trial—																					
Magistrates																					
Sessions																					
Convicts—																					
Simple																					
Rigorous																					
Civil																					
Detenus																					
Locked up last night																					
Overcrowding (actual)																					

Average period of detention in two previous years compared with current year, of—

(*a*) Magistrate's under-trial prisoners { 19 / 19 / 19

(*b*) Sessions cases { 19 / 19 / 19

(*c*) Insanes under observation { 19 / 19 / 19

INSANE PRISONERS			
Non-criminal	Criminal	Convicted	Recovered

West Bengal Form No 5121—*continued*
West Bengal Jail Form No 85—*continued*

(2)—VITAL

(3)—TOTAL OF THIS YEAR'S DEATHS

	Daily average			Cholera		Dysentery		Diarrhoea		Malarial fever		Pneumonia		Tubercle of lungs, etc		Other diseases		Total			Disease	Death	Date of death
	Sick	Convalescent and infirm gangs	Under observation	Admn	Deaths	Admn	Deaths	Admn	Deaths	Admn	Deaths	Admn	Deaths	Admn	Deaths	Admn	Deaths	Admn	Deaths	Death rate per annum			
Previous year—																							
Convicts																							
Under-trial																							
This year—																							
(*up to date*)																							
Convicts																							
Under-trial																							
To-day—																							
Convicts																			Actual numbers				
Under-trial																							

(4)—JAIL PUNISHMENTS—(*convicts*).

(5)—CLASSIFICATION

		Minor					Major						Convicts (Average No)	
	Daily average population	Warning	Cells	Hand-cuffs and fetters	Others	Total	Cells	Hand cuffs and fetters	Combination	Others	Total	Grand Total	A Class	B Class
Previous year														
This year (*up to date*)														

West Bengal Form No. 5121—*continued.*
West Bengal Jail Form No. 85—*continued.*

FINANCIAL

(6)—RATIONS

	Rs	P.
Average cost for rations per head of population during last year, including food supplied to the sick.		
Price paid for *this* season's grain—		
Rice		
Wheat		
Atta		
Musoor		
Kalai		
Arhar		
Gram		
Mattar		

(7)—MANUFACTORY

Last year.	Rs.	P.
1. Cash expenditure, including value of goods from other Jails or Departments		
2. Cash receipts, including value of articles supplied to Jails and other Departments		
3. Cash profit		
This year.		
4. Actual profits by quarterly returns—		
1st quarter		
2nd quarter		
3rd quarter		
Amount of outstanding debts		

(8)—EMPLOYMENT

	Average labouring population	Non effective		Prison duties				Manufactures	Ratio per cent		
		For medical reasons	Other reasons	Convict overseers	Prison servants	Garden	Others		Convict officers	Servants	Manufactures
Previous year average											
To-day											

(9)—INDUSTRIES

With number of Prisoners employed on each.

West Bengal Form No. 5121—*continued.*
West Bengal Jail Form No. 85—*continued.*

(10)—ESTABLISHMENT

Rank.	Name.	Grade.	Date of rank.	Date of joining the jail.
Executive—				
Jailor				
Deputy Jailor				
Manufacture—				
Deputy Superintendent				
Ministerial—				
Accountant				
Head Clerk				
Clerk				
„				
„				
„				
Medical—				
Medical Subordinate				
„ „				
Compounder				
Other establishment				
Guard—				
Chief Head Warder				
Reserved Head Warder				

West Bengal Form No. 5121—*continued.*
West Bengal Jail Form No 85—*continued*

(11)—DAIRY

Number of bulls.	Number of bullocks	Number of calves	Total number of cows	Number of cows in milk	Average yield of milk per cow during present month.	Profit last year.

(12)—PUBLIC WORKS DEPARTMENT

ALTERATIONS OF, OR ADDITIONS TO JAIL BUILDINGS SANCTIONED

Major or minor works, sanctioned, and funds allotted in each case	Rs.	P.

(13)—SPECIAL REMARKS

Number of extra warders, if any—

Jail,

The *19*

Jailor.

Superintendent.

West **Bengal Jail Form No. 87.** **[To be used in manuscript.]**

Inventory of cash and property in store on making over and assuming charge of the Jailorship of the ——————————— Jail.

I   , the undersigned, Jailor of the   Jail, have this day made over charge of the office of Jailor of the said Jail to   and I   the undersigned, have this day received charge of the said office. The general cash, permanent advance, manufactured and raw material stock of all descriptions and the accounts of the Jail have been examined and found to be correct in all particulars. The account books have been brought up to date and are correct in all particulars. The property in hand this day is as follows:—

Date.	*List of cash, provisions, manufactured articles, raw materials, miscellaneous stock, all other stock, books, etc., in hand this day.	Book balance on date of taking stock.	Actual balance found in stock on date of taking stock.	Difference.		Value of difference		Cause of any important difference and officer responsible
				Excess.	Deficit.			
						Rs.	P.	
				Carried over ..				

*To be classified.

[*Foolscap Broadside.*]

West Bengal Jail Form No. 87—*concluded.*

Inventory of cash and property in store on making over and assuming charge of the Jailorship o

the ——————————————————Jail

Date.	*List of cash, provisions, manufactured articles, raw materials, miscellaneous stock, all other stock, books, etc , in hand this day	Book balance on date of taking stock	Actual balance found in stock on date of taking stock	Difference		Value of difference		Cause of any important difference and officer responsible
				Excess	Deficit	Rs	P	
	Brought forward .							

*To be classified.

Relieved Jailor. *Relieving Jailor.*

Countersigned.

——————————Jail :

The——————————*19* .

Superintendent.

West Bengal Jail Form No. 87—*concluded.*

INVENTORY

TO BE PREPARED ON CHANGE OF JAILORS

JAIL AT ———————————————

A copy of this inventory, after it has been taken, should invariably be sent to the office of the Inspector-General of Prisons, with the report regarding the relieved Jailor.

West Bengal Jail Form No. 88. [To be used in manuscript.]

NO-DEMAND CERTIFICATE GRANTED TO LATE JAILOR OF THE JAIL.

Certified that , late Jailor of the Jail, has satisfied me that all Government Property, Cash, Books, Papers, etc., that were in his charge have been made over to me, and that on examining them and the accounts of the Jail, they have been found to be correct in every particular. There are no demands against him.

Jail at ———— } *Superintendent of the Jail.*
The————*19* }

Note—A copy should invariably be forwarded to the Inspector-General of Prisons.

[*Foolscap Quarto.*]

West Bengal Form No. 5122.
West Bengal Jail Form No. 89.

DECLARATION FORM

(*Note.*—The following declaration shall be made by every candidate for employment in the Jail Department.)

I, the undersigned, do hereby declare that:—

*(1) I have not been employed in any post under Government or any local authority.

or

(1) I have been employed under Government or————————in the capacity of————————from————————19 to———— ————————19 .

I was not dismissed from the service and I produce my Service Book*/Certified copy of record of service*for inspection.

(2) I have no relatives or connections among, nor am I closely acquainted with, any of the prisoners of the ————————Jail.

(3) I have not been imprisoned nor are any civil or criminal cases pending against me.

(4) I agree to be vaccinated and to be re-vaccinated whenever considered necessary.

(5) I have read*/have had read and explained to me*Section 54 of Act IX of 1894, and acknowledge that I fully understand the purport of it.

Signed.

Candidate.

Countersigned.

————————Jail.

Superintendent.

The————*19* .

*Score through parts not required.

West Bengal Form No. 5123.
West Bengal Jail Form No. 90.

Security Bond of Jail Officials

No.

I,.....residing at.....in pargana.....in the district of.....in consideration of my appointment in the Jail Department of the Government of West Bengal (hereinafter referred to as the "Government") do hereby covenant for myself, my heirs, executors and assigns with the Governor of the State of West Benagl his successors and assigns that I shall deposit with the Government the sum of Rs.....by monthly instalments by deductions out of my salary at the rate of Rs.....monthly and every month, till the said amount of Rs.....is fully retained by the Government, as security for the due fulfilment of and discharge of my obligations and duties of my office (the said sum so deducted out of my salary as aforesaid and retained by the Government towards the security agreed to be deposited by me shall in the discretion of the Government be deposited from time to time in a Savings Bank account or in Government securities); that I will obediently, faithfully, efficiently and diligently, and to the best of my ability, fulfil all the duties and obligations of any office to which I may be appointed during my service in the Jail Department; that I will adhere strictly to such rules as may from time to time be framed by proper authority, or by the Superintendent of the Jail in which I am for the time being employed, or other persons duly authorised, for my guidance; that I will hold myself bound to produce at all times on the requisition of the Superintendent of the Jail in which I am for the time being employed any moneys, property, stores, and other properties that may be placed or may come into my hands, or into the hands of any agent of mine, by or on behalf of State of West Bengal and also all accounts, books, papers, and documents connected with the disposition of any moneys, property, stores and properties belonging to State of West Bengal; that if I fail to produce any of such moneys, property, stores and properties, or any of such accounts, books, papers and documents, that I am bound as above to produce or if I falsify or make away with any of the above accounts, books, papers and documents; or if I embezzle, steal, or misappropriate any of the above moneys, property, stores, and properties or if through any carelessness or negligence of mine, or otherwise, such moneys, property, stores and properties or accounts, books, papers and documents, are embazzled, stolen, mis-appropriated, or otherwise mutilated, obliterated, falsified, made away with out of the custody and charge of myself or if through any neglect of my duties the State of West Bengal is subjected to any loss or damages in any way or injury is caused to any person or persons for which the Governor is held liable for, damages or compensation, or the like or if from any office to which I may be appointed in the Jail Department, I derive, or endeavour to derive any advantage, pecuniary or otherwise other than the pay or other allowances authorised by the Government to me, or if it shall appear to the said Governor, his successors and assigns, that I have been guilty of a breach of any one or more of the above conditions, I covenant that as a penalty for such breach or breaches the whole of my said security deposit or the security deposit for the time being in the hands of the Government or the investments with the Government shall be forfeited and that not only to the extent of the damage done and the loss sustained, but absolutely, and so as to be at the entire disposal of the Government on simple declaration of forfeiture made by the Governor, his successors and assigns.

(Paste at last page of Service Record.)

I further covenant that if I leave or resign my appointment in the Jail service without giving two clear months' notice in writing, the said security deposit shall be forfeited. And I hereby further convenant that in case the said security deposit shall be found insufficeint to cover any loss or damage or the like incurred by the State of West Bengal through me, in contravention of this Bond, it shall be lawful for the Governor, his successors and assigns for the time being, to attach and appropriate by sale or otherwise any pay, moneys, or other property of any kind of which I may be possessed, or to which I am, or may be, or may become at any time and in any way entitled, in further satisfaction of such loss, damage and the like. And I further covenant that this Bond shall commence to have effect from the date on which it is signed by me, and shall continue in force until I have received a formal discharge of all liabilities from the Governor, his successors and assigns, and have also received back this Bond duly cancelled from the Governor, his successors and assigns. As witness my hand this. ..... day of.....

Signed by the said

In the presence

1st Witness

2nd Witness.

West Bengal Jail Form No. 91. [To be used in manuscript. (*Vide* J. C. Rule No. 233).

Security Deposit Certificate

Name

Number (if any)

Rank

of the West Bengal Jail Department has deposited the sum of Rupees

*in the Post Office Savings Bank (Account No.

*with the Inspector-General of Prisons, *vide* his acknowledgement No.

dated

He has thus deposited in full the amount of security prescribed by Jail Code Rule No. 227 for an officer of his rank.

He is advised to send this certificate to his heir.

———————Jail

The———————*19* *Jailor.* *Superintendent.*

*Score through parts not required.

(Foolscap Folio.)

West Bengal Form No. 5124.
West Bengal Jail Form No. 94.

Descriptive Roll of A Warder Recruit

Warder's name and father's name———— Year of birth ———

Age———

Residence { Village———— Nationality and religion ———

Thana———— Education ———

District Previous employment under Government if any———

Other previous occupation ———

Police report as to character———— District in which recruited———

Personal description and height———— Date of first appointment———

Whether inoculated or vaccinated

No———

Forwarded to the Superintendent of ———— Central Jail

I hereby certify that I have examined the above-named warder recruit, he is in good health and physically fit for a warder's duties, and is eligible for appointment under, and has agreed to, the conditions laid down in Rule No. 166 of the Jail Code. He has signed the "Declaration Form" (No 89).

————Jail,

The————*19* *Jailor.*

Superintendent and Medical Officer.

West Bengal Form No. 5125.
West Bengal Jail Form No. 95.

Verification Roll of Recruit Warder

[Entries on this page are to be made by the Jail Department only]

Name of warder.	Father's name.	Religion.	Personal description (height).	Age.	Village.	Residence.		Previous service under Government, if any.	Reason for leaving such service.	Previous occupation, though not under Government.	Left thumb impression.
						Thana.	District				

I declare that the above description of myself is true. I am aware that I am liable to dismissal for obtaining service under false pretences, if any statement therein contained is false.

Signature of Recruit.

[Paste this roll at page 2 of Service Record immediately on receipt from Superintendent of Police.]

West Bengal Form No. 5125—*concluded.*
West Bengal Jail Form No. 95—*concluded.*

No.

Forwarded to the Superintendent of Police, with the request that he will be so good as to have the statement in this roll verified, and that he will record the result of his enquiry, together with a statement of the previous character of the warder, so far as known, in the space below and return it to the undersigned at an early date.

_____Jail,

*The*_____*19* . *Superintendent.*

(NOTE :—It is particularly requested that the reply be written only in this form.)

No.

Returned to the Superintendent of Jail, the particulars specified on the reverse have been found to be
the warder's previous character is stated to have been

*The*_____*19* . *Superintendent of Police.*

West Bengal Form No. 5126.
West Bengal Jail Form No. 96.

SERVICE RECORD

of

Circle number_____

Name_____

CENTRAL JAIL SERVICE REGISTER VOL. PAGE

Instructions

1. This book is to be securely attached to the Service Book.
2. The declaration on page 1 must be signed before enlistment.
3. Entries must be made on pages 2 and 9 as the events occur.
4. Service must be verified within seven days of transfer.
5. The verification roll (W. B. J. Form No. 95) must be pasted at page 2 immediately on receipt from the Superintendent of Police.
6. The security bond must be pasted on page 10 immediately after registration.

West Bengal Form No. 5126—*continued.*
West Bengal Jail Form No. 96—*continued.*

DECLARATION FORM

(Note—The following declaration shall be made by every candidate for employment in the Jail Department.)

I the undersigned do hereby declare that—

*(1) I have not been employed in any post under Government or any local authority.

or

*(1) I have been employed under Government or————————in the capacity of————————from————————19 to————————19
I was not dismissed from the service and I produce my Service Book*
Certified copy of record of service for inspection

(2) I have no relatives or connections among nor am I closely acquainted with any of the prisoners of the———————— ————————Jail

(3) I have not been imprisoned nor are any civil or criminal cases pending against me.

(4) I agree to be vaccinated and to be re-vaccinated whenever considered necessary

(5) I have read*/have had read and explained to me* Section 51 of Act IX of 1894, and acknowledge that I fully understand the purport of it.

Signed

Candidate.

Countersigned

Superintendent.

————————Jail,

The————————19 .

---

*Score through parts not required.

West Bengal Form No. 5126—*continued.*

West Bengal Jail Form No. 96—*continued.*

RECORD OF THE ISSUE OF UNIFORM

Note—Periods during which an officer is absent on leave shall not be included in the time allowed for a new issue of uniform unless the uniform of such officer has been used by the officer acting for the absentee. All periods of leave to be so excluded shall be entered on the line below the date of issue of uniform

Paste Verification Roll—Form 95, immediately on receipt from Superintendent of Police	Annually						Once in two years							Once in three years		Once in five years	Once in ten years		
	1 Date of issue	2 Khaki Pugree	3 Khaki Drill Cap (Sikh warders will be provided with a second pugree (khaki) in lieu of cap	4 *Khaki shorts	5 *Khaki Twill half sleeved shirts	6 *Black Boots	7 *Puttees (Warders only except those who are provided with boots)	8 Blue Serge Jacket (Non-Gurkhas only)	9 *Khaki Drill Jumpers	10 Khaki Drill Trousers	11 *Woollen Jersey	12 Khaki Serge ankle puttees	13 Chevron (Head Warders only)	14 Chevron for senior grade warders acting as Guards	15 *Great Coat	16 Mosquito Net	17 Buttons	18 Sword slings Belt, Badge	19 Whistle	20 Signature of Jailor, Deputy Jailor or Sub-Jailor
	1	1	1	1	1	1 Pair	1 Pair	2	1	2 Pairs	1	2 Pairs	1 Set	1 Set	1	1	1 Set	1 Set	

*Head Warders and warders of the Darjeeling Jail and Kurseong and Kalimpong Sub-Jails shall be provided with one Jersey each once in eighteen months and one Great coat each once in two years. The Warder of the Darjeeling Jail who will be on orderly duty shall be provided with two pairs of boots annually

(G O No 1293-HJ, dated 13-6-1939)

West Bengal Form No. 5126—*concluded.*
West Bengal Jail Form No. 96—*concluded.*

Verification of the Service of No. **Name**

Jail or Sub-Jail to which attached, arranged in chronological order	Appointment	Pay *	Date of beginning of service	Date of ending of service	Period reckoned as service	Period not reckoned as service—leave without pay Other interruptions	Verified whether from pay list and acquittance roll or otherwise In the later cases give particulars	Signature of Superintendent (initials only will not do)
			Total period of service					

*Allowances shall be shown

RESULTS OF EXAMINATION

V —Pr [illegible] N [illegible] the 2nd grade unless he is [illegible] arithmetic Any Head ward [illegible] 100 marks is the maximum [illegible] Qualifying marks required for a pass

Date of Examination	Inspection and Conservancy	Rifle and Firing Exercise	Bayonet Fighting	Physical Training with arms	Grammar [illegible]	Reading	Writing	Composition	Arithmetic	Initials of Superintendent
	Marks	Marks	Marks	Marks	Marks	Marks	Marks	Marks	Marks	

West Bengal Jail Form No. 97. [To be used type-written.]

MEMO. No.

To

The SUPERINTENDENT of the JAIL

Reference :—His No. of 19

the Service Books and Service Records complete in all respects of—

No. grade head warder/warder
No.
No.

are forwarded herewith

An acknowledgment is requested

(2) The Security Pass Books, Account Nos.
have been forwarded.

through the Postmaster

(3) All necessary entries have been made in the Warder's Service Register of this jail

——————————Jail,
The——————*19* . } *Jailor.* *Superintendent.*

West Bengal Form No 5127
West Bengal Jail Form No 98

Copy of Jail Order No. of 19 .

No ——————grade head warder warder,——————

——————of the——————Jail is——————

Memo. No.

Forwarded to the Superintendent of the——————Jail, for information.

——————Jail,

The——————*19* . *Jailor.* *Superintendent.*

NOTE.—This form should be used for communicating any orders (other than of transfer or leave, pertaining to the Warder Guard.)

West Bengal Form No. 5128.
West Bengal Jail Form No. 98A.

(TRANSFER).

COPY OF————JAIL ORDER No.————OF————19

No.————grade head warder/warder————
of the————Jail is transferred to————Jail.

No.————grade head warder/warder————
of the ————Jail is transferred to————Jail
to start————simultaneously on the————

Memo. No.

Forwarded to the Superintendent of the————Jail for information, with reference to his letter memo. No.————, dated————

[*N.B.—Jail Code Rule 311 must be strictly observed.*]

The————*19* . *Jailor.* *Superintendent.*

NOTE.—A copy of order should be given to every warder transferred.

West Bengal Form No. 5129.
West Bengal Jail Form No. 98B.

(LEAVE)

Copy of Jail Order No. of 19 .

No.————grade head warder/warder———— ————
of the————Jail is granted————
from————19 to————19 . He has been paid up to and for————19 at the rate of Rs. ————per month and local allowance of Rs.————. He must report himself for duty to the Superintendent of the————Jail, on the forenoon of————
————19

Memo. No.

Forwarded to the Superintendent of the————Jail, for information, with reference to his letter/memo. No.————of————19 .

————Jail,

The————*19* . *Jailor.* *Superintendent.*

NOTE.—A copy of orders should be given to every warder proceeding on leave.

West Bengal Form No 5130
West Bengal Jail Form No 99

ROSTER OF DAY AND NIGHT DUTIES OF WARDERS

For the week ending _____

DAY DUTY

MORNING.

Head Warder
Head Warder
Gate

General duty

AFTERNOON.

Head Warder
Head Warder
Gate

General duty

Special duty

Leave.

NIGHT DUTY

1st WATCH

Reserv Head Warder
Reserv Warders

2nd WATCH

Head Warder
Warder

3rd WATCH

Head Warder
Warders

4th WATCH

Head Warder
Warders

5th WATCH

Head Warder
Warders

Reserve Warders
Reserve Warders

West Bengal Form No. 5131
West Bengal Jail Form No. 100

DUTIES OF GATE-KEEPERS

(A COPY OF THIS FORM IS TO BE HUNG UP INSIDE THE MAIN GATE.)

It shall be the duty of the Gate-keeper :—

1. To remain between the gates until duly relieved.

2. To record without delay and in consecutive order, the names of all Jail officers, prisoners and other persons, who pass in or out of the jail, with the exact time of their entry and exit.

3. To all that there are not too many prisoners or outsiders at the gate at any time : if there are, to bring it to the notice of the Jailor or other responsible officer without delay.

4. To record the name, number or weight, and such other particulars as may be necessary, of all articles passed into or out of the jail.

5. To prevent the improper removal of any property from within the jail, or the introduction into it of any forbidden articles.

6. Never under any circumstances to have both gates open at the same time, one gate is to be bolted and securely locked before the other is opened.

[The punishment for a first infringement of this rule may be a fine of half a month's pay ; for a second offence, *dismissal*]

7. To keep the gate keys in a bunch with eight other similar keys attached by a stout chain to his waist.

8. Not to allow any of the keys of the main gates or wickets to pass out of his custody till duly relieved or till lock-up is completed. He will then, in the presence of the jailor, make them over as follows :—

(*a*) To the Chief Head Warder ; the key of the inner main gate.

(*b*) To the Patrolling Head Warder, one key of the inner wicket.

(*c*) To the Night Gate Sentry : the other key of the inner wicket, together with the keys of the outer main gate.

9 Whenever prisoners pass out of the jail—

(*i*) to pass them through the inner wicket and lock it ;

(*ii*) to record the name and number of each ;

(*iii*) to record the names of the warder and convict overseer in charge, and to obtain their signatures or left thumb impressions in his book, verifying the accuracy of his records by counting them ;

(*iv*) to pass them through the outer wicket counting them again to verify the total ;

(*v*) on their return, to pass them in through the outer wicket, and to call out the name of each prisoner, convict overseer and paid warder and to see that each man answers to his name ;

(*vi*) if correct, to pass them into the jail through the inner wicket, counting them as they go, to verify the total.

10. To allow no prisoner to pass out of the jail unless in charge of a paid official.

11. To assist the Deputy or Sub-Jailor to receive new prisoners.

12. To assist in petty sales at the gate, recording in regard to each, the article sold, quantity, rate and value received, and name and residence of purchaser.

13. To record and sign the total of all moneys received, and to obtain a receipt from the relieving warder, or from the Jailor.

14. To see that the main gate and passage, and all fetters and articles in his charge are kept clean.

Note.—Prisoners awaiting release may be employed on this duty.

15. To be in special charge of all prisoners employed in the office and about the gate.

16. To admit all officials and visitors who are entitled to enter the jail and no others, without a written order from, or unless accompained by the Superintendent.

17 To search all persons passing in or out of the jail except official and appointed visitors, or such persons as may be exempted by special orders of the Superintendent or Jailor.

[Note.—The order to search all persons (with certain exceptions) is not compulsory, except in the case of prisoners, the gate keeper is. However, vested with authority to do so, ordinarily the higher officers of the jail and head warders should not be searched. Any person exempted from search may be detained between the gates, and notice given to the Jailor, who will himself search the person if he considers it necessary. The search of females shall be made only by the matron or female warder and only in the presence of females. If, on searching an officer or outsider, any article is found, which ought not to be taken into or out of the jail, immediate notice must be given to the Jailor.]

DUTIES OF NIGHT SENTRIES

It shall be the duty of the Night Sentry—

1. To see that the lamp at the main gate is burning brightly.

2 To report to the Reserve Head Wardor—

(*a*) the visits of any officer (next morning),

(*b*) any unusual occurrence (at once);

3. Not to permit any person to enter or leave the jail until he has satisfiep himself that such person is an official duly authorized to enter or leave.

4. Not to permit any warder to enter or leave the jail, except in company with the Partrolling Head Wardor.

5. Should any one approach his post between the hours of sunset and sunrise, the sentry must challenge such person and order him to halt. Should he fail to get a reply, he will bring his musket to the "Ready" and load it, but at the same time shall call out Head Warder in charge and the guard to turn out. Should the intruder fail to obey the order to halt and at the same time persist in approaching the sentry's post, the sentry must threaten him with the bayonet. Should the intruder then attempt force or show that he is armed, the sentry may use the bayonet or as a last resort fire. Should there be more than one intruder and should they disobey the orders of the sentry at night and attempt to rush any part of the jail, he should not hesitate to open fire.

[Note.—With regard to opening and closing the jail gates, the procedure laid down above is to be strictly followed,

The duplicate key of the armoury is in the custody of the Gate Sentry.]

West Bengal Form No. 5131—*continued*
West Bengal Jail Form No. 100—*continued*

দ্বারপালের কর্ত্তব্য

(এই নির্দেশের একটি প্রতিলিপি বড় ফটকের ভিতরদিকে টাঙাইয়া দিতে হইবে।

দ্বারপালের কর্ত্তব্য হইবে :—

১। কার্যভার হইতে যথারীতি বিমুক্ত না হওয়া পর্যন্ত দুই ফটকের মধ্যস্থলে অবস্থান করা।

২। যে সকল কারাধিকারিক, কয়েদী এবং অন্য যে সকল ব্যক্তি কারাগারে প্রবেশ করেন অথবা কারাগার হইতে নিষ্ক্রান্ত হন তাঁহাদের প্রবেশ ও নিষ্ক্রমনের সঠিক সময়সহ তাঁহাদের নাম অবিলম্বে পরপর লিখিয়া রাখা।

৩। ফটকে যেন কখনও অনধিকারিক কয়েদী বা বহিরাগত ব্যক্তির সমাবেশ না হয় সেদিকে লক্ষ্য রাখা। ঐরূপ সমাবেশ হইলে তাহার বিষয় অবিলম্বে কারাপাল অথবা দায়িত্বসম্পন্ন অন্য কোন আধিকারিককে জানাইয়া দেওয়া।

৪। কারাগারের ভিতর অথবা কারাগার হইতে বাহিরে প্রেরিত সমস্ত দ্রব্যের নাম, সংখ্যা বা ওজন এবং তৎসম্পর্কে আবশ্যক অন্যান্য বিবরণ লিখিয়া রাখা।

৫। কারাগারের ভিতর হইতে কোন সম্পত্তির অনুচিত অপসারণ অথবা কারাগারে কোন নিষিদ্ধ দ্রব্যের আনয়ন নিবারণ করা।

৬। কোন অবস্থাতেই কখনও দুইটি ফটক একসঙ্গে খোলা না রাখা ; একটি ফটক খুলিবার পূর্বে অন্যটি অর্গলবদ্ধ ও নিরাপদভাবে তালাবন্ধ করিতে হইবে।

(প্রথমবার এই নিয়মভঙ্গের শাস্তিস্বরূপ অর্ধমাসের বেতনের সমপরিমাণ জরিমানা হইতে পারে, দ্বিতীয়বারে নিয়মভঙ্গের অপরাধে চাকরি হইতে বরখাস্ত করা যাইতে পারে।

৭। ফটকের চাবিগুলিকে অনুরূপ অন্য আটটি চাবির সহিত একটি গোছায় বাঁধিয়া একটি মজবুত চেনের সাহায্যে কোমরে বাঁধিয়া রাখা।

৮। কার্যভার হইতে যথারীতি বিমুক্ত না হওয়া পর্যন্ত অথবা কয়েদীদের ঘরে তালা লাগানোর কাজ শেষ না হওয়া পর্যন্ত বড় ফটকের বা ছোট দরজার কোন চাবি হাতছাড়া না করা ; তাহারপর কারাপালের সমক্ষে চাবি গুলি নিম্নলিখিতরূপে হস্তান্তরিত করিতে হইবে :—

(ক) মুখ্য রক্ষাপাল প্রধানের (চীফ হেড ওয়ার্ডারের) নিকট ভিতরদিকের বড় ফটকের চাবি।

(খ) হিসাবদার রক্ষাপাল প্রধানের নিকট, ভিতরদিকের ছোট দরজার একটি চাবি।

(গ) ফটকের নৈশ প্রহরীর নিকট, বাহিরের বড়ফটকের চাবিসহ ভিতরদিকের ছোট দরজার জন্য চাবিটি

৯। যখনই কয়েদীরা কারাগার হইতে নিষ্ক্রান্ত হইবে তখনই—

(৵) ভিতরদিকের ছোট দরজা দিয়া তাহাদিগকে বাহিরে যাইতে দেওয়া এবং উহাতে তালা লাগানো ;

(৶) প্রত্যেকের নাম ও নম্বর লিখিয়া রাখা ;

(৶) নিজের খাতায় ভারপ্রাপ্ত রক্ষাপাল ও কয়েদী উপদর্শকের নাম লিখিয়া রাখা, এবং তাহাদের স্বাক্ষর অথবা বামহাতের বুড়া আঙুলের টিপসহি লওয়া ও তাহাদিগকে গণনা করিয়া নামগুলি ঠিক ঠিক লেখা হইয়াছে কিনা তাহা নির্ণয় করা ;

(।০) বাহিরের ছোট দরজা দিয়া তাহাদিগকে বাহিরে যাইতে দেওয়া এবং মোট সংখ্যা ঠিক আছে কিনা তাহা নির্ণয়ের জন্য তাহাদিগকে পুনরায় গণনা করা ;

(।৵০) তাহাদের প্রত্যাগমনের পর, বাহিরের ছোট দরজা দিয়া তাহাদিগকে ভিতরে আসিতে দেওয়া, প্রত্যেক কয়েদী, কয়েদী উপদর্শক ও বেতনভোগী রক্ষাপালের নাম ডাকা এবং প্রত্যেকে যেন ডাকে সাড়া দেয় তাহা দেখা।

(।৵০) নামগুলি ঠিক ঠিক মিলিয়া গেলে ভিতরদিকের ছোট দরজা দিয়া তাহাদিগকে কারাগারের ভিতরে যাইতে দেওয়া এবং তাহারা যখন যাইতে থাকে তখন, মোট সংখ্যা ঠিক আছে কিনা তাহা নির্নয়ের জন্য তাহাদিগকে গণনা করা।

১০। কোন বেতনভোগী কর্মচারীর জিম্মায় না থাকিলে কোন কয়েদীকে কারাগার হইতে বাহির হইতে না দেওয়া

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১১। নূতন কয়েদী গ্রহণ করিবার সময় উপ-কারাপাল অথবা তদ্বল কারাপালকে সাহায্য করা।

১২। ফটকে ছোটখাটো দ্রব্যের বিক্রয়ে সহায়তা করা এবং প্রত্যেক বারের বিক্রয়ের বেলা বিক্রীত দ্রব্য, উহার পরিমাণ, হার ও প্রাপ্ত মূল্য এবং ক্রেতার নাম ও নিবাস লিখিয়া রাখা।

১৩। সমস্ত টাকা নিয়মমত ও যথাযথ পাওয়া লিখিয়া তাহা রসিদ দিয়া রাখা ও তাহাতে স্বাক্ষর করা এবং বিমোচক কক্ষাপাল অথবা কারাপালের নিকট হইতে রসিদ লওয়া।

১৪। বড় ফটক ও তাহার নিম্নস্থ যেসমস্ত বেড়ি ও দ্রব্য থাকে সেগুলি যেন পরিষ্কার থাকে তাহা দেখিয়া রাখা।

(টিকা—ঘাসমুদ্রি কয়েদীদের এই কার্যে নিযুক্ত করা হইতে পারে।)

১৫। অফিসে ও ফটকের আশেপাশে নিযুক্ত সমস্ত কয়েদী সম্পর্কে দৈনিক রিপোর্ট প্রস্তুত করা।

১৬। যে সকল কর্মচারী ও সাক্ষাৎকারীর কারাগারে প্রবেশের হক থাকে তাঁহাদিগকে প্রবেশ করিতে দেওয়া এবং অধীক্ষকের লিখিত আদেশ ব্যতীত অথবা অধীক্ষকের সঙ্গে না আসিলে অন্য কাহাকেও প্রবেশ করিতে না দেওয়া।

১৭। কর্মচারী এবং অনুমোদিত সাক্ষাৎকারী অথবা অধীক্ষকের বা কারাপালের বিশেষ আদেশবলে যে সকল ব্যক্তিকে অব্যাহতি দেওয়া হয় সে সকল ব্যক্তি ব্যতীত অন্য সমস্ত ব্যক্তিকে কারাগারে প্রবেশ কিংবা কারাগার হইতে নিষ্ক্রমণের সময় তল্লাস করা।

[টিকা।—(কতিপয় ব্যতিক্রমসহ) সকল ব্যক্তিকে তল্লাস করার আদেশ কয়েদীদের বেলা ছাড়া আবশ্যক নয়, তবে দারোগাকে একপ তল্লাস করার প্রাধিকার দেওয়া আছে। সাধারণতঃ কারাগারের উচ্চপদস্থ আধিকারিক ও কক্ষাপাল-প্রধানদিগকে তল্লাস করা উচিত নয়। তল্লাস হইতে অব্যাহতিপ্রাপ্ত যে কোন ব্যক্তিকে দুই ফটকের মধ্যস্থলে অপেক্ষা করিতে বলিয়া কারাপালকে সংবাদ দেওয়া যাইতে পারিবে এবং কারাপাল আবশ্যক মনে করিলে, ঐ ব্যক্তিকে স্বয়ং তল্লাশ করিবেন। একমাত্র কারাগারাধ্যক্ষা (মেট্রন) অথবা রক্ষাপালিকাই স্ত্রীলোকদিগকে তল্লাশ করিবেন এবং কেবল স্ত্রীলোকের সমক্ষেই ঐরূপ তল্লাশ করিতে হইবে। কোন আধিকারিক বা পরিদর্শক ব্যক্তিকে তল্লাশ করিয়া যদি এমন কোন দ্রব্য পাওয়া যায় যাহা কারাগারের ভিতর অথবা কারাগার হইতে বাহিরে লইয়া যাওয়া উচিত নয়, তবে কারাপালের নিকট তৎসম্পর্কে অবিলম্বে সংবাদ দিতে হইবে।]

নৈশপ্রহরীর কর্তব্য

নৈশপ্রহরীর কর্তব্য হইবে—

১। বড় ফটকের বাতি যেন উজ্জ্বলভাবে জ্বলিতে থাকে সেদিকে লক্ষ্য রাখা।

২। সংরক্ষিত কক্ষাপাল প্রধানকে (বিভাগ হেড ওয়ার্ডারকে)—

(ক) যে কোন আধিকারিকের পরিদর্শন সম্বন্ধে (পরদিন প্রভাতে),

(খ) যে কোন অসাধারণ ঘটনা সম্বন্ধে (তৎক্ষণাৎ), সংবাদ দেওয়া।

৩। কারাগারে প্রবেশ করিতে বা কারাগার ত্যাগ করিতে উদ্যত কোন ব্যক্তি যে এরূপ করিবার পক্ষে যথারীতি অনুমোদনপ্রাপ্ত একজন কর্মচারী এই মর্মে প্রতীতি না হওয়া পর্যন্ত উক্ত ব্যক্তিকে কারাগারে প্রবেশ বা কারাগার ত্যাগ করিতে না দেওয়া।

৪। টহলদার কক্ষাপাল প্রধানের সঙ্গে না আসিলে, কোন রক্ষাপালকে কারাগারে প্রবেশ করিতে বা কারাগার ত্যাগ করিতে না দেওয়া।

৫। সূর্যাস্ত ও সূর্যোদয়ের মধ্যে কোন সময় কেহ তাঁহার ঘাঁটির দিকে আসিতে থাকিলে, প্রহরী তাহাকে সংপ্রশ্ন (চ্যালেঞ্জ) করিবেন এবং থামিতে বলিবেন। কোন উত্তর না পাইলে তিনি তাঁহার বন্দুক 'উদ্যত' করিয়া উহাতে গুলি ভরিবেন, কিন্তু সঙ্গে সঙ্গে তিনি ভারপ্রাপ্ত কক্ষাপাল-প্রধান ও রক্ষিদলকে ডাকিয়া সুশৃঙ্খলভাবে সমবেত হইতে বলিবেন। অনধিকারপ্রবেশকারী যদি থামিবার আদেশ না মানিয়া প্রহরীর ঘাঁটির দিকে আগাইয়া আসিতে থাকে, তবে প্রহরী সঙ্গিন উচাইয়া তাহাকে ভয় দেখাইবেন। অনধিকারী প্রবেশকারী তখন বলপ্রয়োগের চেষ্টা করিলে অথবা তাহার কাছে অস্ত্র আছে বলিয়া দেখাইলে, প্রহরী সঙ্গিন ব্যবহার করিতে পারিবেন কিংবা আর কোন উপায় না দেখিলে গুলি চালাইতে পারিবেন। একাধিক অনধিকার-প্রবেশকারী থাকিলে এবং তাহারা নৈশপ্রহরীর আদেশ অমান্য করিয়া কারাগারের কোন অংশে বলপূর্বক প্রবেশের চেষ্টা করিলে, প্রহরী গুলি চালাইতে দ্বিধা করিবেন না।

টিকা।—কারাগারের ফটকগুলি খোলা ও বন্ধ করা সম্বন্ধে উপরি বর্ণিত প্রক্রিয়া ঠিক ঠিক অনুসরণ করিতে হইবে। অস্ত্রাগারের দ্বিতীয় চাবিটি ফটকের প্রহরীর জিম্মায় রহিয়াছে।

West Bengal Jail Form No. 5131—*concluded*
West Bengal Form No. 100—*concluded*

द्वारपालों के कर्त्तव्य

(इस प्रपत्र की एक प्रतिलिपि मुख्य द्वार के भीतर लटकायी जाये ।)

द्वारपाल के निम्नलिखित कर्तव्य हैं :—

१। यथाविधि मुक्त किये जाने तक फाटको के मध्य मे तैनात रहना।

२। बिना विलम्ब तथा पूर्वापर क्रम में समस्त कारा अधिकारियों, कैदियों तथा अन्य व्यक्तियों के नाम तथा उनके प्रवेश तथा निर्गम का ठीक समय अभिलिखित करना।

३। यह देखना कि किसी समय फाटक पर बहुत अधिक कैदी अथवा बाहरी व्यक्ति न रहें और यदि हों तो बिना विलम्ब काराध्यक्ष अथवा अन्य उत्तरदायी अधिकारी के ध्यान में यह बात लाना।

४। कारा मे आनेवाली अथवा कारा से जानेवाली सभी सामग्रियो के नाम, सख्या अथवा वजन तथा ऐसे अन्य विवरण, जो आवश्यक हों, अभिलिखित करना।

५। कारा के भीतर से किसी सम्पत्ति का अनुचित रूप मे हटाये जाने अथवा किसी निषिद्ध वस्तु का कारा में लाये जाने को रोकना।

६। किसी भी दशा मे कभी भी दोनो फाटक एक साथ न खुलने देना; एक तरफ का फाटक खोले जाने के पहले दूसरी तरफ के फाटक की चिटकनी बन्द करके ताला मार देना होगा।

(इस नियम के प्रथम उल्लंघन का दण्ड एक महीने के वेतन का आधा अर्थ दण्ड हो सकता है; द्वितीय बार के अपराध के लिए दण्ड नौकरी से बर्खास्तगी है।)

७। अपनी कमर में फाटक की चाभियाँ एक गुच्छे मे एक मजबूत कड़ी में बँधी वैसी ही अन्य आठ चाभियों के साथ रखना।

८। विधिपूर्वक ड्यूटी से मुक्त किये जाने अथवा तालामारी के समाप्त हो जाने के पूर्व मुख्य द्वार अथवा खिड़कियों की कोई भी चाभी अपने अधिकार से बाहर न जाने देना इसके उपरान्त वह चाभियाँ काराध्यक्ष के सामने निम्न प्रकार से सौप देगा :—

(क) आन्तरिक मुख्य फाटक की चाभी हेड वार्डर को।
(ख) आन्तरिक खिड़की की एक चाभी गश्तकारी हेड वार्डर को।
(ग) बाह्य मुख्य फाटक की चाभियो के साथ आन्तरिक खिडकी की अन्य चाभी, रात्रिकालीन फाटक सन्तरी को।

९। जब कभी कैदी कारा से बाहर जायें :—

(*i*) उन्हें आन्तरिक खिड़की से निकालना और उसमें ताला मार देना ;
(*ii*) प्रत्येक का नाम और नम्बर अभिलिखित करना ;
(*iii*) वार्डर और कन्विक्ट ओवरसियर इनचार्ज के नाम अभिलिखित करना तथा कैदियों को गिन कर अपने अभिलेख की शुद्धता की पड़ताल करने के उपरान्त उनके हस्ताक्षर अथवा बॉये हाथ के अँगूठे के निशान अपनी किताब मे लेना ;
(*iv*) कुल संख्या को जाँचने के लिए उनको फिर से गिनते हुए बाह्य खिड़की से जाने देना ;
(*v*) उनके लौटने पर बाह्य खिड़की से उन्हे भीतर आने देना और प्रत्येक कैदी, कन्विक्ट ओवरसियर तथा पेड वार्डर को नाम से पुकारना तथा उसका ध्यान रखना कि प्रत्येक व्यक्ति उसका नाम पुकारे जाने पर उत्तर दे ;
(*vi*) ठीक होने पर आन्तरिक खिड़को से उन्हें कारा के भीतर जाने देना और उनकी कुल संख्या को जाँचने के लिए भीतर आते समय एक-एक करके उन्हें गिनते जाना।

१०। किसी कैदी को जो किसी वैतनिक अधिकारी के प्रभार में न हो, कारा के बाहर न जाने देना।

११। नये कैदियों को लेने में उपकाराध्यक्ष की सहायता करना।

१२। फाटक पर छोटे-मोटे विक्रय-कार्य में सहायता करना तथा प्रत्येक के सम्बन्ध में बिक्रीत वस्तु की मात्रा, दर तथा प्राप्त मूल्य तथा क्रेता का नाम तथा निवास स्थान अभिलिखित करना।

१३। समस्त प्राप्त रकम के कुल योग को अभिलिखित तथा हस्ताक्षरित करना तथा डयुटी पर उसके उपरान्त आनेवाले वार्डर अथवा काराध्यक्ष से रसीद प्राप्त करना।

१५। यह देखना कि मुख्य फाटक तथा प्रवेश पथ तथा समस्त बेड़ियाँ तथा उसके प्रभार में दी गई वस्तुएँ स्वच्छ रखी जाय।

(टिप्पणी :—इस कार्य के लिए उन कैदियों को नियुक्त किया जा सकता है जो मुक्ति की प्रतीक्षा कर रहे हों।)

१५। कार्यालय में तथा फाटक के आसपास नियुक्त समस्त कैदियों को अपने विशेष प्रभार में रखना।

१६। जिन अधिकारियों तथा दर्शकों को जेल में प्रवेश करने का अधिकार है उनको आने देना तथा दूसरों को, अधीक्षक के लिखित आदेश के बिना अथवा जब तक उनके साथ अधीक्षक स्वयं न हों, न आने देना।

१७। अधिकारियों तथा नियुक्त दर्शको अथवा अधीक्षक अथवा काराध्यक्ष के विशेष आदेश से इस सम्बन्ध में मुक्ति प्राप्त व्यक्तियो के अतिरिक्त कारा में आने जानेवाले सभी व्यक्तियों की तलाशी लेना।

(टिप्पणी :—कैदियो के अतिरिक्त सभी व्यक्तियो की तलाशी लेने का आदेश (कुछेक अपवादों सहित) आवश्यक नही है; तो भी द्वारपाल को ऐसा करने के प्राधिकार प्राप्त है, साधारणत कारा के उच्चतर अधिकारियो तथा हेड वार्डरो की तलाशी नहीं ली जानी चाहिये। तलाशी से मुक्त किसी भी व्यक्ति को फाटको के बीच मे रोक कर रखा जा सकता है और काराध्यक्ष को सूचना दी जा सकती है जो स्वयं, यदि वह आवश्यक समझे, तो तलाशी ले सकता है। स्त्रियो की तलाशी मैट्रन अथवा स्त्री-वार्डर द्वारा केवल स्त्रियो की उपस्थिति मे ही ली जा सकती है। यदि किसी अधिकारी अथवा बाहरी व्यक्ति की तलाशी लेने पर कोई ऐसी वस्तु पायी जाये जो जेल के भीतर या बाहर नही ले जायी जानी चाहिये, तो तुरन्त काराध्यक्ष को सूचना होनी चाहिये।)

रात-सन्तरियो के कर्त्तव्य।

रात सन्तरी के निम्नलिखित कर्त्तव्य है —

१। यह देखना कि मुख्य फाटक पर लैम्प पूर्ण प्रकाश से जलता रहे।

२। रिजर्व हेड वार्डर को निम्नप्रकार से सूचना देना :—
(क) किसी अधिकारी के परिदर्शन के सम्बन्ध मे (अगले दिन सुबह)।
(ख) किसी असाधारण घटना के सम्बन्ध में (तुरन्त)।

३। किसी भी व्यक्ति को जेल मे जाने अथवा जेल से निकालने की अनुमति न देना जब तक कि उसे इस बात की सन्तुष्टि न हो जाय कि वह व्यक्ति कोई अधिकारी है जिस कारा में प्रवेश करने अथवा कारा से निकालने का विधिपूर्वक प्राधिकार है।

४। गश्त करनेवाले हेड वार्डर के साथ रहने के सिवाय किसी वार्डर को कारा में प्रवेश करने तथा कारा से निकलने की अनुमति न देना।

५। सूर्यास्त से लेकर सूर्योदय तक के समय में यदि कोई व्यक्ति उसकी चौकी के पास आये, तो सन्तरी को ललकारना चाहिये तथा उसको रुकने का आदेश देना चाहिये। कोई उत्तर प्राप्त न होने पर उसे अपनी बन्दूक को 'रेडी' करके इसे 'लोड' कर लेना चाहिये और इसके साथ ही हेड-वार्डर इन्चार्ज तथा गारद को बुलाना चाहिये। यदि अनधिकृत व्यकित रुकने के आदेश का पालन न करे तथा सन्तरी की चौकी के पास आने की चेष्टा करता रहे तो सन्तरी को संगीन से उसे डराना चाहिये। अनधिकृत व्यक्ति द्वारा बल प्रयोग किये जाने की चेष्टा करने पर अथवा यह प्रकट करने पर कि वह सशस्त्र है, सन्तरी संगीन का प्रयोग कर सकता है अथवा अन्तिम उपाय के रूप में गोली चला सकता है। यदि अनधिकृत व्यक्ति एक से अधिक हों और वे रात के सन्तरी के आदेश का उल्लंघन करें तथा कारा के किसी भाग में घुसने की चेष्टा करें तो रात के सन्तरी को गोली चलाने में नहीं हिचकिचाना चाहिये।

(कारा के फाटकों को खोलने तथा बन्द करने के सम्बन्ध में उपर लिखी प्रक्रिया पर कड़ाई से पालन किया जाना चाहिये।)

शस्त्रागार की दूसरी चाभी फाटक सन्तरी के अधिकार में है।)

West Bengal Form No. 5132.
West Bengal Jail Form No. 101.

HOSPITAL TICKET

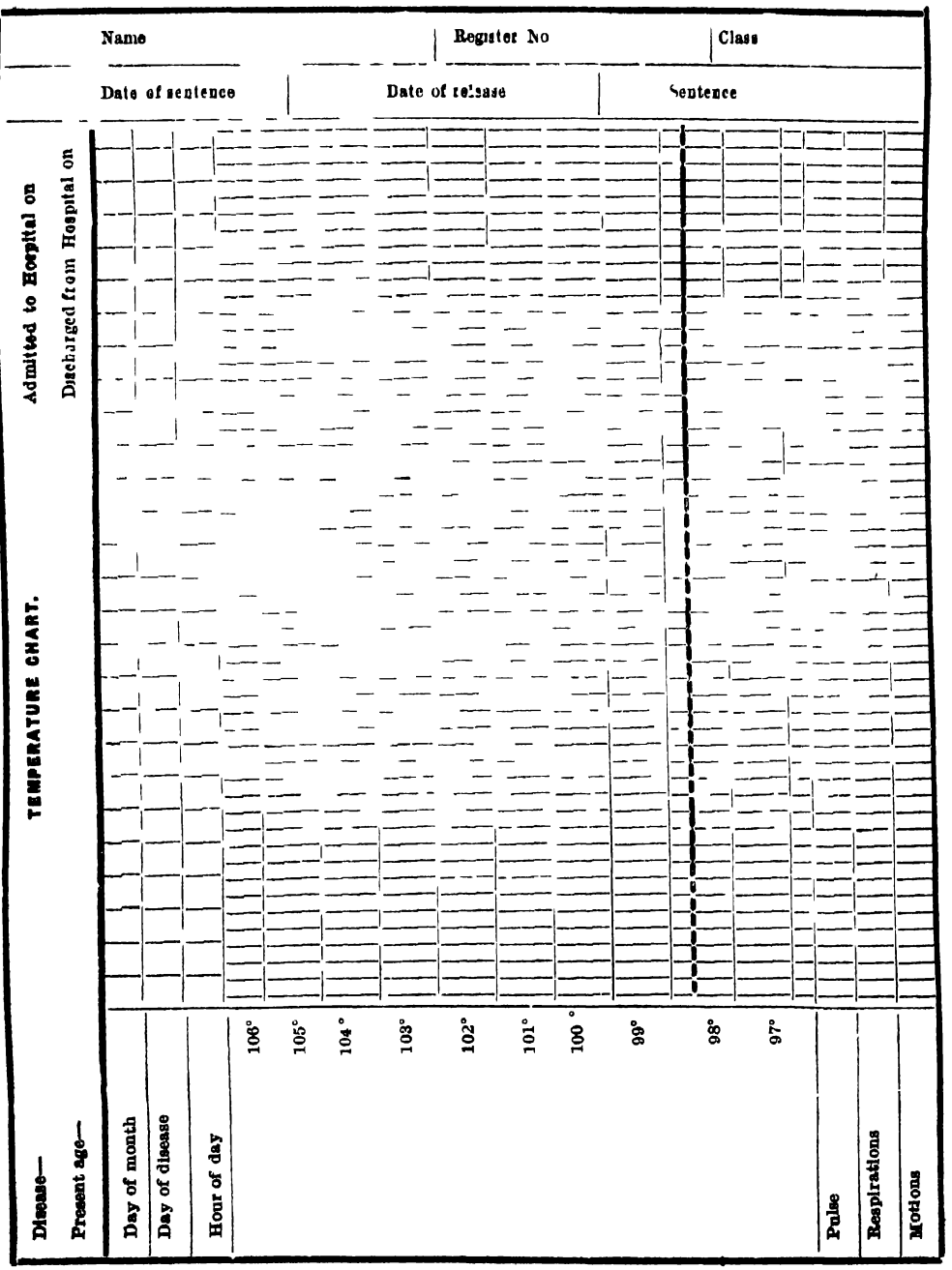
Register No.	Name.	Religion.	Age.	Sex	Birth-place.	Date of sentence.	Date of arrival in jail.	Work on which last employed.	Ward	Weight on admission.

Date of admission to Hospital.	Disease, Treatment, Remarks and diet	Date of discharge.

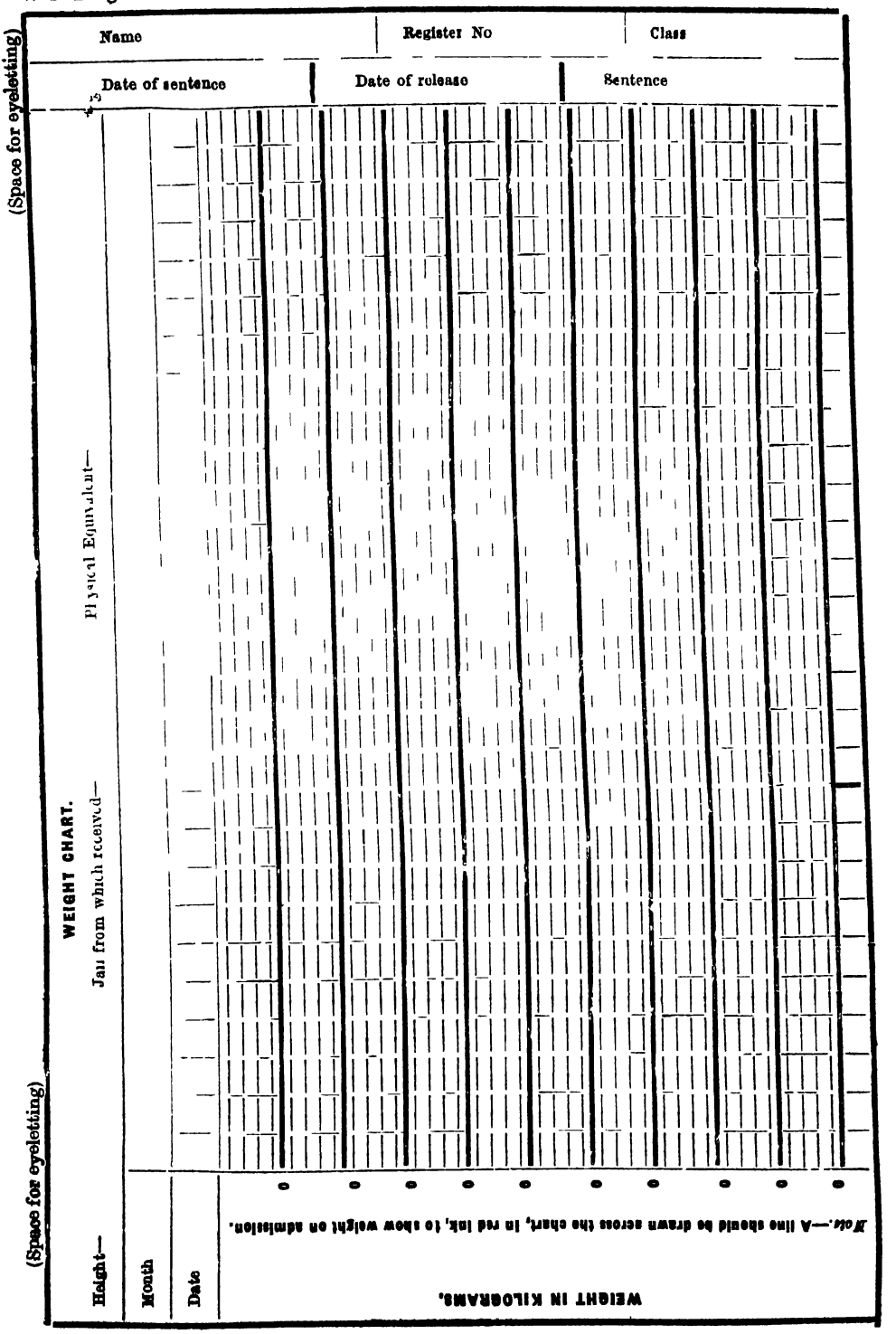
Dates of Entries.

West Bengal Form No 5133

West Bengal Jail Form No 102



West Bengal Form No. 5134.
West Bengal Jail Form No. 103.



West Bengal Form No. 5135.
West Bengal Jail Form No. 104.

Morning state of Prisoners in Hospital.

Diseases.	Remained.	Admitted.	Discharged.	Died.	Remaining	Under observation.
1. Malarial Fevers .						
2. Other Fevers ..						
3. Bronchitis .						
4. Pneumonia ..						
5. Tubercle of Lungs .						
6. Rheumatism .						
7. Diarrhoea ..						
8. Dysentery						
9. Venereal disease						
10. Ulcers, abscess, boils .						
11. Skin diseases .						
12. Eye diseases .						
13. Infectious diseases ..						
14. Cholera .						
15. Accidents, wounds, etc.						
16. Other diseases ..						
17 Operation .						
Total						

Convalescent Gang ——————Special Gang No. 1—————— Special Gang No 2——

Losing Weight Gang——————— Population of jail last night———

Dated————————19 . *Medical Officer*

Prisoners under observation since yesterday.

Note.—No prisoner may be detained "under observation" for more than 48 hours.

Register number	Class	Name.	Disease	How disposed of to-day.

Dated————————*19* . *Medical Subordinate.* *Medical Officer*

West Bengal Form No. 5136.
West Bengal Jail Form No. 105.

The ——————— Jail.

This form is to be used only when previous sanction of Government is necessary.

Recommendation for the release of a prisoner under the provisions of sub rule (5)* (8)* (11)* *of Jail Code Rule 591*

1	2	3	4	5	6	7	8	9				10	11		
				Residence.				Sentence					Unexpired period of sentence		
Register number of prisoners and class	Name of prisoner with father's or husband's name	Age on conviction and sex	Nationality and religion	Village Police station District	Occupation prior to imprisonment	Occupation during imprisonment	Crime in detail with Section of the Penal Code	Date	Nature	Period Y	M	D	Remission earned in days Date of expiration of sentence after deducting remission	Y	M	D

12	13	14
Certificate of Medical Officer stating briefly the nature of the disease, or infirmity period during which the prisoner has suffered from it, where he contracted it, etc	Opinion of Magistrate of district in which prisoner was convicted as to whether there is any objection to the man's release	Remarks by the Superintendent of the jail as to the propriety of the release, and generally in regard to the prisoner
I hereby certify that the above named prisoner is suffering from—— in my opinion— *(i) Sub-rule (5)—There is no hope of his recovery either in or out of Jail I consider it desirable that he be allowed the comfort of dying at home *(ii) Sub-rule (8)—The disease is likely to prove fatal if the prisoner remains in jail, whereas there is a reasonable chance of recovery if he be released, the disease has not been produced or aggravated by any wilful act on his part *(iii) Sub-rule (11)—The disability is incurable and is such as to absolutely incapacitate him from the commission of further crime, the disability has not been produced or aggravated by any wilful act on his part		I endorse the remarks of the Medical Officer and recommend the release of the prisoner. The friends of the prisoner (whose names and addresses are stated on the reverse) have signed a declaration (on reverse) that they are willing and able to take charge of him Dated
——————19 *Medical Officer*	*Magistrate of*	—— —— ——19 *Superintendent.*

*Score through parts not required.

NOTE.—Each prisoner's case to be forwarded in a separate statement.

West Bengal Form No. 5136—*concluded.*
West Bengal Jail Form No. 105—*concluded.*

DECLARATION.

I (name)———————————————————————

son of———————————————————————

of village———————————————————————

Police-Station———————————————————————

District———————————————————————

(relationship to prisoner)———————————————————————

and I (name)———————————————————————

son of———————————————————————

of village———————————————————————

Police-Station———————————————————————

District———————————————————————

(relationship to prisoner)———————————————————————

hereby declare that I am/we are willing and able to take charge of convict No.———

(name)———————————————————————

if he is released.

Witnessed———————— { *Signed* ————————

————————

Date————————*19*

Place————————

Countersigned.

Date————————19 {

The————————*Jail.* *Superintendent.*

West Bengal Form No. 5137.
West Bengal Jail Form No. 106.

[This form is only to be used in the case of a prisoner whose unexpired period of sentence does not exceed six months.]

The ——————————Jail

Report of the Release of a Prisoner under the provisions of sub rule $\frac{(5)*}{(8)*}$ *of Jail Code Rule 591*

1	2	3	4	5	6	7	8	9				10	11			12
Register number of prisoner and class	Name of prisoner with father's or husband's name	Age on conviction and sex	Nationality and religion	Residence: Village, Police station, District	Occupation prior to imprisonment	Occupation during imprisonment	Crime in detail with Section of the Penal Code	Sentence: Date	Nature	Period: Y	M	D	Remission earned in days Date of expiration of sentence after deducting remission	Unexpired period of sentence: Y	M	D	Date on which prisoner was released.

13	14	15
Certificate of Medical Officer stating briefly the present condition of prisoner, the nature of the disease period under which he has suffered from it, where he contracted it etc	Record of the order of the Magistrate for the release of prisoner	Report of the Superintendent of the Jail
I hereby certify that the above named prisoner is suffering from——————— in my opinion— *(i) Sub rule (5)— There is no hope of his recovery either in or out of jail I consider it desirable that he be allowed the comfort of dying at home, or *(ii) Sub rule (8)— Disease is likely to prove fatal if the prisoner remains in jail whereas there is a reasonable chance of recovery if he be released the disease has not been produced or aggravated by any wilful act on his part		The prisoner was released under the order recorded in column 14 The prisoner was made over to his friends whose names and addresses are stated on the reverse
Date——————19 *Medical Officer*	*Magistrat*	*Date*———— 19 *Superintendent.*

*Score through parts not required.

NOTE.—Each prisoner's case to be reported in a separate statement.

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West Bengal Form No. 5137—*concluded.*
West Bengal Jail Form No. 106—*concluded.*

DECLARATION.

I (name)———————————————————

son of———————————————————

of village———————————————————

Police-station———————————————————

District———————————————————

(relationship to prisoner)———————————————————

and I (name)———————————————————

son of———————————————————

of village———————————————————

Police-station———————————————————

District———————————————————

(relationship to prisoner)———————————————————

hereby declare that I am/we are willing and able to take charge of convict No.———

(name) ———————————————————

if he is released.

Witnessed———————— { *Signed* ————————

————————

Date————————*19*

Place————————

Countersigned.

Date————————19 . {

The————————*Jail.* *Superintendent.*

West Bengal Form No. 5138.
West Bengal Jail Form No. 108.

[To be submitted to the Inspector-General immediately the case is diagnosed.]

Report of the occurrence of grave infectious disease.

Disease———————

[*N B. Every case to be reported on a separate form.*]

1	Name, number and class of patient	
2	Serial number of the case in this outbreak	
3	Period of residence in this jail	
4	If received by transfer, the jail from which transferred	
5	Date on which the patient was last beyond the jail precincts	
6	His sleeping place	
7	His working place	
8	Labour on which employed during preceding 10 days, and whether in intra or extra mural gang, or in contact with the latter.	
9	Prevalence of the disease in the neighbourhood of the jail.	
10	If a case of plague—any noticeable mortality amongst rats	
11	Brief detail of special precautions taken	
12	Any connection traced between this case and previous cases or other source of infection	
13	Date of occurrence	
14	If died, date of death.	

(*Continue on reverse, if necessary.*)

———————Jail.

The———————*19* *Subordinate.* *Superintendent.*

West Bengal Form No 5139.

West Bengal Jail Form No 112

POISONS AND THEIR TREATMENT

G O No 1779 R dated the 4th February 1927

I In all cases of poisoning empty the stomach at once to prevent absorption This is best carried out by means of the stomach pump or preferably by the stomach tube, except in cases where strong acids alkalies or corrosives have been taken which would render the oesophagus and stomach liable to perforation by the pump or tube

II Emetics should only be used as indicated below or when no available means of washing out the stomach is at hand

III Do not wait for symptoms to appear even in suspected cases Act promptly and wash out the stomach at once

IV Always keep the contents of the stomach and first washing with plain water for chemica examination

Bear in mind that the following instruments and antidotes may be urgently required for the immediate treatment of a case of poisoning

Instruments —

Stomach tube (This should be inspected frequently as rubber is liable to perish and become unserviceable)

Mouth gag

Rubber catheters

Hypodermic syringe.

Tourniquet.

Scalpels.

Rectal tube

Saline appratus.

Emetics—

(*a*) Apomorphine hydrochloride 1/10 gr tablet

(*b*) Zinc sulphate, grs 30 in four ounces of warm water

(*c*) Copper sulphate, grs 10 in four ounces of warm water.

(*d*) Mustard, ½ oz in 8 ounces tepid water

(*e*) Tinct Ipecacuanha, 6 drams

Stimulants —

Strychnine hydrochloride 1/30 gr tablets

Digitalin 1/100 gr tablets

West Bengal Form No. 5139

West Bengal Jail Form No. 112

Ether in glass-sealed tubes.

Brandy.

Coffee.

Ammonium Carb.

Sal Volatile.

Opiates :—

Morphine hydrochloride 1/3 gr. tablets.

Tinct opii 30 minims or more.

Antidotes :—

Universal antidotes where the nature of the poison in unknown.

Mixture A—Saturated solution of ferrous sulphate in one pint of water.

Mixture B —Calcined Magnesia 16 ounces.

Charcoal 8 ounces.

Water to one pint.

Dose—One ounce of A mixed with one ounce of B every ten minutes for three or more doses.

Atrophine Sulphate 1/100 gr. tablets.

Pilocarpine nitrate ½ gr. tablets.

Pituitary extract one c. c. glass ampoules.

One per cent. solution of Gold chloride.

Potassium permanganate crystals, Tea; Tannic Acid, Magnesia Carb; Olive Oil, Castor Oil, Lime Water, Soda Sulph, Mag Sulph; Liq. Ammon For; Ferri Sulph, Liq. Ferri Perchlor; Vinegar; Citric Acid; Starch; Sodi Bicarb; Acid Sulph Dil.; Tinct. Iodine; Potassium Bromide; Chloroform; Antivenine; Oxygen.

Warmth :—

By hot bottles, blankets or friction.

Demulcents :—

Milk.

White of egg.

Barley water.

Olive oil (avoid in phosphorus and cantharides cases.)

Saline Injections—Injection of normal saline either by the rectum or sterilised and given intravenously.

West Bengal Jail Form No. 5139—
West Bengal Form No. 112—

POISONS.	TREATMENT.
Acids—	
Hydrochloric, Nitric, Sulphuric ..	Do not use the stomach tube or emetics but give weak alkalies such as magnesia, lime water, chalk-whitings (strong alkalies such as carbonates and bicarb. of Sod. and Pot. are better avoided) in water or soap and water in large draughts. Follow this by demulcents.
Carbolic	Opiates and stimulants if required. Rectal feeding for sometime after. Wash out the stomach using the stomach tube with great care using mag Sulph or Sod Sulphate ½ ounce in a pint of water until there is no smell of carbolic in the washings. Leave some of the solution in the stomach. Follow this up by demulcents, stimulants, warmth and artificial respiration, if necessary.
Acid Oxalic	Do not use the stomach tube or emetics. Give chalk-whiting or lime with plenty of water. Give milk freely and follow with castor oil, stimulants.
Hydrocyanic or Cyanides ..	Prompt action is essential. Place patient in the fresh air. Artificial respiration. Stomach tube. Cold douche to head, face and spine. Ammonia inhalations. (1) Amyl nitrite inhalation. (2) Sod. nitric soln. 3%10 c.c. in 3 min. I. V. (3) Sod. Thiosulphate soln.—50% 2 c.c. I. V. While the intravenous injection is being prepared, the stomach should be washed with Sod. Thiosulphate (25) gr. hydrogen peroxide (60 ml. of 3% H_2O_2 in 600 c.c. of water).
Alkalies—	
Caustic Potash, Caustic Soda, Ammonia ..	Do not use the stomach tube or emetics but give weak acids such as vinegar, citric acid, lime juice, diluted with twice the vol. of cold water. Follow by demulcents and opiates, stimulants.
Metallic	Wash out the stomach. Give strong tea, tanic acid 30 grs. in warm water, repeating as often as vomiting occurs. Demulcents. Stimulants. Opites. Warmath. Saline injections, if needed.
Arsenic	(1) Wash out the stomach thoroughly. Give one and a half ounces of liq. Ferr. Perchlor in a wine glass of water adding it to a solution of soda carb. ½oz. in half a tumblerful of water. Repeat if necessary, or give universal mixture. Demulcents. Stimulants. Ice to suck. Opiates warmth. Saline injections. (2) Dimercaprol (BAL) 3 mg./kg.

West Bengal Jail Form No. 5139—
West Bengal Form No. 112

POISON.	TREATMENT.
Lead salts	Wash out the stomach. Give Mag. Sulph. or Sod. Sulph ½ oz. in 8 oz. of water or dil. Sulphuric Acid 30 minims in 8 oz. of water. Demulcents. Morphine. Epsom Salts.
Iodine	Wash out the stomach with a soft tube. Sodi Bicarb. 2 drams. in half a tumbler of water. Starch. Bread. Rice water. Milk and flour. Morphia. If these are not available, egg albumin should be given (2-3 eggs—beaten up in milk so that the mixture can be drunk).
Mercury and its salt	Give large quantities of milk and eggs before attempting to wash out the stomach. Demulcents. Tinct. Opil. and Stimulants.
	Dimercaprol –3 mg/kg.
Phosphorus (Ratpaste, matches) ..	Stomach tube. Copper Suph. grs. 3 in 4 ozs. water every five minutes until vomitting is induced. Then every 15 to 30 minutes. The stomach may be washed with 1 per cent. pot. Permanganate solution or weak hydrogen peroxide. Suplphate or Carbonate of Magnesium. Milk and eggs. Avoid oils. Inj.—Atropine Suplhs.
Silver Salts	One ounce common salt in 8 ozs. water. Then wash out and follow with white of egg. Milk.
Zinc Salts	Large quantites of milk and white of egg. large quantities of Sod. Carb or Pot. Carb dissolved in warm water. Tannic acid or strong tea. Opiates.
Organic-Aconite	Stomach tube. Digitalin 1/100 gr. or better 1/50 gr. atropine suph. and also strychnine. Maintain recumbent position. Stimulants. Artificial respiration. Warmth. Brandy.
Alcohol	Stomach tube. Ammon. Carb 30 gra. in 5 ozs. water, strong coffee. Strychnine HCL 1/60 gr. Keep roused with cold douche. Warmth. Artificial respiration, if required, inj. Caffeine et Sodi benzoas gr. 7½ I. M. Control Acidosis by Sodi bicarboute or Sod lactate.
Antipyrin Group	Stomach tute. Recumbent position. Warmth. Stimulants. Artificial respiration, if necessary.
Belladonna, Atropine, Datura. Hyoscine ..	Stomach tube, Pilocarpine ½ gr. Stimulants. Tea, Coffee or tannin. warmth, Artificial respiration if required.
Cannabis Indica	Stomach tube. Purgatives. Brandy.
Cantharides	Apomorphine 1/10 gr. and Strychnine 1/60 gra. white of eggs. barley water, gruel, Stimulants. Morphia. Avoid oil.
Chloral	Warmth, Hot coffee, Friction, Artificail respiration. Stimulants, Oxygen.

West Benga Jail Form No. 5139—
West Bengal Form No. 112—

POISONS.	TREATMENT.
Choloform	Pull out tongue. Artificial respiration Head lower than body. Fresh air. Ether hyodarmically. Strychnine HCL 1/60 gr. Brandy and coffee. Heart massage per abdomen.
Cocaine	Stomach tube. Strychnine and Digitalin. Ammonia to inhale. Recumbent position. Artificial respiration.
Croton oil, Colchicum and Violent purgative. ..	Wash stomach out with milk or olive oil. Demulcent Stimulants. Opiates.
Digitalis	Stomach tube Strong tea or coffee. Tannic acid. Recumbent position. Warmth. Stimulants. Aconite 1/120 gr.
Fungi (usually Amnitor Phalloides) ..	Stomach tube and wash out with a solution of Pot. Permanganate. Atropine 1/50th Stimulant. Warmth Bowels to be moved by Mag. Suph. Antiphallinic serum (40 c. c.).
Food poisoning	As for fungi, but avoid atropine and Anti Phallinic serum.
Byoscyamus..	See Atropine.
Oleandor	See Digitalis.
Paraffin, Petroleum	Stomach tube. Strychnine. Warmth. Hot Coffee Demulcent. Castor oil, Artificial Respiration.
Tobacco, Lobelia	Stomach tube. Recumbent position. Strychnine Strong tea. Warmth.
Opium	Stomach tube and wash out with tepid water tinted with Pot. Permanganate until the pink colour is retained in the return washings. Even if morphia taken hypodermically wash out the stomach with permanganate. Repeat the washing after half an hour. Atropine Suplh 1/30 gr. strychnine hydrochloride. Keep roused with cold douche or by walking unless collapsed. Artificial respiration. Hot Coffee per rectum. Ammonia to nostrils, warmth, Oxygen Nalorphine hydrobromide. 10 mg. I. V. may be repeated 3 times.
Snake bite	Ligature the part above the bite on single area. inject 5c.c. of a 1 per cent. solution of gold chloride, or Pot. Permanganate solution into area of bite. These will cause local necrosis, Antevenine 50c.c. intravenously followed by another 100 to 400c.c. if necessary. Stimulants. Brandy, Ammonia to inhale. Artificial respiration.
Strychnine, Nux Vomica ..	Stomach tube, Tannic acid and Pot. Permanganate. Chloral hydrate or better still barbitone group of hyprotics may be given. Warmth, Artificial respiration. Pentothal Sodium (i.v.) to control convulsion.
Turpentine	Stomach tube. Liquid Paraffin 4 ozs. after ten minutes give a saline purgative. Late management may be of Acute renal failure.

West Bengal Jail Form No. 5139—
West Bengal Form No. 112—

POISONS.	TREATMENT.
Carbon Monoxide, Carbon Dioxide, Coal-Gas, Sewar Gas.	Fresh air, Inhalations of oxygen. Ammonia to nostrils Stimulants. Warmth, Strychnine. Artificial respiration, Transfusion. In Co poisoning Oxygen and Carbon dioxide be given.
Kerosene (Lamp Paraffin) ..	Emetics and gastric lavage are very dangerous because aspiration of oil into the lungs is the main cause of death (Chemical bronchitis and Pneumonitis). The toxicity of kerosene in the alimentary canal is relatively slight. In most cases it suffices to ensure rapid purgation with Mag. Sulph (A heaped Tablespoonful in half a tumbler of warm water followed by a pint of Hot Tea). (Methaemoglobinaemia calls for blood transfusion and the use of oxygen and carbon dioxide).
Barbiturates	Bemegride (Megimide) is regarded as the analeptic of choice An intravenous infusion 5% Glucose is started and 50 mg Bemegride in 10 c.c. of saline is injected into the rubber tubing of the apparatus every five minutes until there are signs of returning consciousness
Iron	Usually ferrous sulphate poisoning occur in children. Gastric lavage with soln, of Sod, bearberate (a teaspoonful to the pint) to convert ferrous suphate to insoluble ferrous carbonate In severe cases dehydration, acidosis and shock call for appropriate measures
Antihistamines . .	These drugs are used very frequently now-a days. Overdosages are occassionally taken inadvertently. There are no specific antidotes Remove the drug from stomach by emetic or gastric lavage Strong tea, coffee Inj. Caffeine at Sod Benzoas gr. 7½ I M. or I. V. Amphetamine sulphate 20 mg. for the same purpose may be repated as necessary. Employ sedatives for insomnia with great caution.
Copper sulphate	Administer Potassium ferocyanide 5 % in water as quickly as possible or soap suds or alkaline substances (lime or weak Sod. Carbonate) to precipitate the copper. Protein (white of egg)., barley water, gruel, cheese also precipitate the metal. Emetic or gastric labage Rest, warmth Aftar the stomach content has been removed, strong tea, coffee or inj. Caffeine et. Sod. Benzoas. gr. 7½ I. M. Morphine (gr. ¼) to control pain. Fluid. Plenty of Glucose. Hepatic failure may ensue.
Aspirin Salicylic Acid Salicylamide ..	Administer universal antidote or activated charcoal and follow with an emetic or gastric lavage. Determine clinically or by laboratory investigation whether there is metabolic acidosis or respriatory alkalosis. In the former adminster Sod. bearbonate (7½ solon.) or Sodium lactate (N) while in the latter Carbon dioxide inhalation (rebreathing expired air or inhalation of carbon dioxide). If alkalosis is marked Cal. Gluconate (10% I.V.) Adrenaline (1 : 1000) to control Laryngeal spasm.

West Bengal Form No. 5140.
West Bengal Jail Form No. 113.

LIST OF POISONS.

(To be kept locked up in the Poison Almirah.)

Acetanilide: Alkyl acetanilides.

Aconite, roots of.

Alkaloids, the following: their salts, simple or complex.

Acetyldihydrocodeinone; its esters.

Aconite, alkaloids of, except substances containing less than 0.02 per cent. of the alkaloids of aconite.

Apomorphine, except substances containing less than 0.2 per cent. of apomorphine.

Atropine, except substances containing less than 0.15 per cent. of atropine

Belladonna, alkaloids of, except substances containing less than 0.15 per cent. of the alkaloids of belladonna calculated as hyoscyamine.

Benzoylmorphine.

Benzylmorphine.

Brucine, except substances containing less than 0.2 per cent. of brucine.

Calabar bean, alkaloids of.

Coca, alkaloids of, except substances containing less than 0·1 per cent. of the alkaloids of coca.

Cocaine, except substances containing less than 0·2 per cent. of cocaine.

Codeine, except substances containing less than one per cent. of codeine.

Colchicine, except substances containing less than 0·5 per cent. of colchicine.

Conine, except substances containing less than 0·1 per cent of conine

Cotarnine, except substances containing less than 0·2 per cent. of cotarnine.

Curarine.

Diamorphine (Diacetylmorphine hydrochloride).

Dihydrocodeinone; its esters.

Dihydrohydroxycodinone; its esters.

Dihydromorphine; its esters.

Dihydromorphinone; its esters.

Ecgonine; except substances containing less than 0·1 per cent. of ecgonine; its esters.

Emetine, except substances containing less than one per cent. of emetine.

Ephedra, alkaloids of, except substances containing less than one per cent. of the alkaloids of ophedra.

Ergot, alkaloids of.

Ethylmorphine, except substances containing less than 0·2 per cent. of ethylmorphine.

Gelsemium, alkaloids of, except substances containing less than 0·1 per cent. of the alkaloids of gelsemium.

Homatropine, except substances containing less than 0·15 per cent. of homatropine.

West Bengal Form No. 5140—*continued.*
West Bengal Jail Form No. 113—*continued.*

Hyoscine, except substances containing less than 0·15 per cent. of hyoscine.

Hyoscyamine, except substances containing less than 0·15 per cent. of hyoscyamine.

Jaborandi, alkaloids of, except substances containing less than 0·5 per cent. of the alkaloids of jaborandi.

Lobelia, alkaloids of, except substances containing less than one per cent. of the alkaloids of lobelia.

Morphine, except substances containing less than 0·2 per cent. of morphine calculated as anhydrous morphine.

Nicotine.

Papaverine, except substances containing less than one per cent. of Papaverine.

Pomegranate, alkaloids of, except substances containing less than 0·5 per cent. of the alkaloids of pomegranate.

Quebracho, alkaloids of.

Sabadilla, alkaloids of, except substances containing less than one per cent. of the alkaloids of sabadilla.

Solanaceous alkaloids, not otherwise included in this list, except substances containing less than 0·15 per cent. of solanaceous alkaloids calculated as hyoscyamine

Strychnos, alkaloids of, except ointments, lotions for external use and substances containing less than 0·2 per cent of the alkaloids.

Strychnine, except substances containing less than 0·2 per cent. of strychnine.

Thebaine, except substances containing less than one per cent of thebaine.

Veratrum, alkaloids of, except substances containing less than one per cent of the alkaloids of veratrum.

Yohimba, alkaloids of.

Allylisopropylacetylurea.

Amidopyrine; its salts.

Amino-alcohols, esterified with benzoic acid, phenylacetic acid, phenyl propionic acid, cinnamic acid or the derivatives of these acids, except in substances containing less than ten per cent. of esterified amino alcohols.

Ammonia, except substances containing less than five per cent. weight in weight, of ammonia.

Amphetamine (beta-aminopropylbenzene), its salts, its N-alkyl derivatives, their salts, except when present in inhalers provided that the poison is absorbed in inert solid material within the inhaler.

Amyl nitrite.

Antimony, chlorides of; oxides of antimony; sulphides of antimony; antimonates; antimonites organic compounds of antimony. Preparations of antimony, except substances containing less than the equivalent of one per cent. of antimony trioxide.

Arsenic, halides of; oxides of arsenic; sulphides of arsenic; arsenates; arsenites; acetoarsenites; thioarsenates; organic compounds of arsenic. Preparations of arsenic except substances containing less than the equivalent of 0·01 per cent. of arsenic trioxide.

Barbituric acid, its salt, derivatives of barbituric acid; their salts compounds of barbituric acid, its derivatives, their salts, with any other substance.

West Bengal Form No. 5140—*continued*
West Bengal Jail Form No. 113—*continued.*

Barium, salts of, other than barium sulphate.

Butylchloral hydrate.

Cannabis (the dried flowering or fruiting tops and leaves of Cannabis sativa Linn) ; the resin of cannabis, extracts of cannabis, tinctures of cannabis ; cannabin tannate.

Cantharidates, except substances containing less than the equivalent of 0·01 per cent. of cantharidin.

Cantharidin, except substances containing less than 0·01 per cent. of cantharidin.

Chloral formamide.

Chloral hydrate.

Chloroform, except substances containing less than ten per cent. of chloroform.

Creosote from wood, except substances containing less than 50 per cent. of creosote.

Croton, oil and seeds of.

Datura, seeds and leaves of ; preparations of datura, except substances containing less than 0·15 per cent. of the alkaloids of datura calculated as hyoscyamine.

Diaminod phenylsulphone, its salts and derivatives.

Digitalis glycosides of, except substances containing less than one unit of activity (as defined in the British Pharmacopoeia) in two grammes of the substance.

Dinitrocresols ; dinitronaphthols ; dinitrophenols ; dinitrothymols.

Elaterin.

Ergot (the sclerotia of any species of Claviceps) ; extracts of ergot ; tinctures of ergot.

Erythrityl tetranitrate.

Formaldehyde, except substances containing less than five per cent. formaldehyde.

Glyceryl trinitrate (nitroglycerine).

Guanidines, the following ; polymethylene diguanidines, diparaanisyl-phenetyl guanidine.

Hydrochloric acid, except substances containing less than nine per cent. weight in weight, of hydrochloric acid.

Hydrocyanic acid, except substances containing less than 0·1 per cent. of hydrocyanic acid (HCN) ; cyanides, except substances containing less than the equivalent of 0·1 per cent. weight in weight, of hydrocyanic acid (HCN) ; double cyanides of mercury and Zinc.

Hydrofluoric acid ; potassium fluoride ; sodium fluoride ; sodium silicofluoride.

Insulin.

Lead acetates ; compounds of lead with acids from fixed oils.

Mannityl Hexanitrate.

Mercuric chloride or mercuric ammonium chlorides, except substances containing less than one per cent. of mercuric chloride ; mercuric iodide, except substances containing less than two per cent. of mercuric iodide ; nitrates of mercury, except substances containing less than the equivalent of three per cent. weight in weight, of mercury (Hg.) ; potassiomercuric iodides, except substances containing less than the equivalent of one per cent. of mercuric iodide ; organic compounds of mercury, except substances containing less than the equivalent of 0·2 per cent. weight in weight, of mercury (Hg.) ; mercuric oxycyanides ; oxides of mercury.

Nitric acid, except substances containing less than nine per cent. weight in weight, of nitric acid.

Nitrobenzene.

Nitrophenols, ortho, meta or para.

Nux Vomica, seeds of ; preparations of nux vomica, except substances containing less than 0.2 per cent. of the alkaloids of nux vomica.

Oil of Savin.

Opium, except substances containing less than 0·2 per cent. of morphine calculated as anhydrous morphine.

Orthocaine ; its salts.

Quabain.

Oxalic acid ; metallic oxalates other than potassium quadroxalate.

Oxycinchoninic acid, derivatives of ; their salts, their esters.

Para-amino-benzene-sulphonamide ; its salts, derivatives of para-amino-benz ene sulphonamide having any of the hydrogen atoms of the amino group or of the sulphamido group substituted by another radical ; their salts.

Para-amino-benzoic acid ; esters of ; their salts.

Percain.

Pethidine Hydrochloride.

Phenetidylphenacetin.

*Phenols, that is, any member of the series of phenols of which the first member is phenol and of which the molecular composition varies from member to member by one atom of carbon and two atoms of hydrogen except medicines with less than 1 per cent. of Phenol, nasal sprays, mouthwashes, pastilles. lozenges, capsules, pessaries, ointments or suppositories containing less than 2·5 per cent. of phenol.

Phenylcinchoninic acid, salicyl cinchoninic acid, their salts ; their esters.

Phenylene diamines ; toluene diamines ; other alkylated benzene diamines, their salts.

Phenylethylhydantoin ; its salts ; its acyl derivatives ; their salts.

Phosphorous yellow.

Picric acid, except substances containing less than nine per cent. picric acid.

Picrotoxin.

Pituitary gland, the active principles of.

Potassium hydroxide, except substances containing less than twelve per cent. weight in weight, of potassium hydroxide.

Procaine, salts of.

Sodium hydroxide, except substances containing less than twelve per cent. weight in weight, of sodium hydroxide.

Sulphonal ; alkyl sulphonals.

Sulphuric acid, except substances containing less than nine per cent. wieght in weight, of sulphuric acid.

Strophanthus, glycoside of strophanthus.

Suprarenal gland, the active principles of ; their salts.

Thallium, salts of.

Thyroid gland, the active principles of ; their salts.

Tribromoethyl alcohol.

Zinc chloride.

West Bengal Form No. 5141.
West Bengal Jail Form No. 114.

THE PRISONS ACT OF 1894.

[As amended by the Government of India (Adaptation of Indian Laws) order 1937].

Chapter X, Sections 42—44.

42. Whoever, contrary to any rule under section 59, introduces or removes, or attempts by any means whatever to introduce or remove, into or from any prison, or supplies or attempts to supply to any prisoner outside the limits of a prison, any prohibited article,

and every officer of a prison who, contrary to any such rule, knowingly suffers any such article to be introduced into or removed from any prison, to be possessed by any prisoner or to be supplied to any prisoner outside the limits of a prison,

and whoever, contrary to any such rule, communicates or attempts to communicate with any prisoner,

and whoever abets any offence made punishable by this section,

shall, on conviction before a Magistrate, be liable to imprisonment for a term not exceeding six months, or to fine not exceeding two hundred rupees or to both.

[The following is a list of prohibited articles under the above section : –

(1) Alcohol or spirituous liquors of any kind.

(2) Tobacco for chewing or snuffing

(3) Ganja, opium or any other drug, or poisonous article

(4) Poisonous materials, materials for making fire, or materials which would cause disfiguration.

(5) Bullion,metal, money, currency notes, valuable securities, jewellery or ornaments of any kind, and articles of value of every description.

(6) Books, printed matter, letters or writing materials of any kind not authorised by the Superintendent

(7) Knives, arms, ropes, string, bamboos, ladders, sticks, any article likely to facilitate escape or implements of any kind, except those issued for use in the performance of work, and these excepted only during work hours, and at such places as they are required for jail work

(8) Any article which has not been issued for the use of prisoners from the jail stores and supplies.]

43. When any person in the presence of any officer of a prison, commits any offence specified in the last foregoing section, and refuses on demand of such officer to state his name and residence, or gives a name or residence which such officer knows, or has reason to believe, to be false, such officer may arrest him, and shall, without unnecessary delay make him over to a Police officer, and thereupon such Police officer shall proceed as if the offence had been committed in his presence.

44. The Superintendent shall cause to be affixed in a conspicuous place outside the prison, a notice, in English and the Vernacular, setting forth the acts prohibited under section 42 and the penalties incurred by their commission.

West Bengal Form No. 5141.—*continued.*
West Bengal Jail Form No 114—*continued.*

দশম অধ্যায়

কারাগার সম্বন্ধে অপরাধের কথা।

কারাগারে নিষিদ্ধ দ্রব্য আনয়ন করিবার ও কারাগার হইতে নিষিদ্ধ দ্রব্য লইয়া যাইবার এবং কয়েদিদিগের সহিত কথাবার্তা কহিবার দণ্ডের কথা।

৪২ ধারা। যে কোন ব্যক্তি ৫৯ ধারানুসারে প্রণীত বিধির বিরুদ্ধে কোন নিষিদ্ধ দ্রব্য কোন কারাগারে আনয়ন করেন বা তথা হইতে লইয়া যান কিংবা যে কোন উপায়ে কোন কারাগারে আনয়ন করিতে বা তথা হইতে লইয়া যাইতে চেষ্টা করেন কিম্বা কোন কারাগারের সীমার বাহিরে কোন কয়েদিকে সরবরাহ করেন কিম্বা সরবরাহ করিবার চেষ্টা করেন,

এবং কোন কারাগারের যে কোন কর্ম্মচারী এইরূপ কোন বিধির বিরুদ্ধে জানিয়া শুনিয়া ঐরূপ কোন দ্রব্য কোন কারাগারে আনিতে দেন বা তথা হইতে লইয়া যাইতে দেন, কোন কয়েদির অধিকারে থাকিতে দেন কিম্বা কোন কারাগারের সীমানার বাহিরে কোন কয়েদিকে সরবরাহ করিতে দেন,

এবং যে কোন ব্যক্তি ঐরূপ কোন বিধির বিরুদ্ধে কোন কয়েদির সহিত কথাবার্ত্তা কহেন বা কথাবার্ত্তা কহিতে চেষ্টা করেন,

এবং যে অপরাধকে এই ধারানুসারে দণ্ডনীয় করা হইয়াছে যে কোন ব্যক্তি তাহার সহায়তা করেন,

কোন ম্যাজিষ্ট্রেটের নিকট তাহার অপরাধ নির্ণীত হইলে তাঁহার ছয় মাসের অনধিক কালের নিমিত্ত সশ্রমশ্রম কারাদণ্ড বা দুই শত টাকার অনধিক অর্থদণ্ড বা উভয় দণ্ড হইতে পারিবে।

উপরোক্ত ধারামতে নিষিদ্ধ দ্রব্য সমূহের তালিকা নিম্নে দেওয়া গেল :—

(১) সুরাসার ও সকল প্রকার মদিরা।

(২) চিবাইবার বা নস্য লইবার জন্য তামাক।

(৩) গাঁজা, আফিম, অন্য কোন ঔষধীয় অথবা বিষাক্ত দ্রব্যাদি।

(৪) বিষাক্ত উপাদান, আগুণ জ্বালাইবার মাল মশলা কিম্বা যাহাতে অঙ্গাদির বিকৃতি ঘটায়।

(৫) স্বর্ণ রৌপ্যাদি ধাতু, টাকাকড়ি, কারেন্সী নোট, মূল্যবান দলিল যে কোন প্রকারের অলঙ্কার এবং মূল্যবান দ্রব্য।

West Bengal Form No. 5141—*continued.*
West Bengal Jail Form No. 114—*continued.*

(৬) কারাধ্যক্ষের অননুমোদিত বহি, পত্র, ছাপা কাগজপত্র ও লিখিবার সকল প্রকারের উপাদান।

(৭) জেলখানায় নির্দ্দিষ্ট সময়ে ও নির্দ্দিষ্ট স্থানে কাজ করিবার জন্য দেওয়া যন্ত্রপাতি ছাড়া, ছুরি, অস্ত্রাদি, দড়াদড়ি, বাঁশ, মই, লাঠি এবং পলাইবার সুবিধা হইতে পারে এরূপ কোন উপকরণ অথবা হাতিয়ার।

(৮) জেলের গুদাম অথবা সরবরাহ হইতে কয়েদির ব্যবহারার্থে দেওয়া হয় নাই এমন যে কোন দ্রব্য।

৪১ ধারা। কোন ব্যক্তি কোন কারাগারের কোন কর্ম্মচারীর সম্মুখে ঠিক পূর্ব্ববর্ত্তী ধারার উল্লিখিত কোন অপরাধ করিলে এবং ঐ কর্ম্মচারীর জিজ্ঞাসা মত আপন নাম এবং ঠিকানা বলিতে অস্বীকার করিলে অথবা যে নাম বা ঠিকানা ঐ কর্ম্মচারীর মিথ্যা বলিয়া বিবেচনা করিবার কারণ থাকে সেই নাম বা ঠিকানা বলিলে ঐ কর্ম্মচারী তাঁহাকে গ্রেপ্তার করিতে পারিবেন এবং অনাবশ্যক বিলম্ব না করিয়া উহাকে কোন পুলিস কর্ম্মচারীর নিকট অর্পণ করিবেন, এবং তখন ঐ পুলিস কর্ম্মচারী তাহার সম্মুখে ঐ অপরাধ কৃত হইলে যেরূপ কার্য্য করিতেন সেইরূপ কার্য্য করিবেন।

৪২ ধারামত অপরাধের নিমিত্ত গ্রেপ্তার করিবার ক্ষমতার কথা।

৪৪ ধারা। ৪২ ধারানুসারে যে সকল কার্য্য নিষিদ্ধ হইয়াছে এবং তাহা করিয়া যে সকল প্রচার দণ্ড হইয়াছে ইংরাজী ও দেশীয় ভাষায় লিখিত একখানি নোটিসে তাহার উল্লেখ করিয়া সুপারিণ্টেণ্ডেণ্ট সেই নোটিস কারাগারের বাহিরে কোন প্রকাশ্য স্থানে লটকাইয়া দেওয়াইবেন।

দণ্ডের বিষয় করিয়া দিবার কথা।

पश्चिम बंग प्रपत्र नं० ५१४१।

पश्चिम बंग कारा प्रपत्र न० ११४।

१८९४ का कारा अधिनियम।

भारत सरकार के (भारतीय विधियों का अनुकूलन) आदेश १९३७ द्वारा यथा संशोधित।

अध्याय १०, धाराएँ ४२—४४।

४२। जो कोई भी धारा ५१ के अन्तर्गत बनाये गये किसी नियम के विरुद्ध कोई निषिद्ध वस्तु कारा में लाता है अथवा वहाँ से हटाता है अथवा किसी भी प्रकार कारा में लाने अथवा वहाँ से हटाने की चेष्टा करता है अथवा कारा की सीमा के बाहर किसी बन्दी को कोई निषिद्ध वस्तु देता है अथवा देने की चेष्टा करता है,

और कारा का कोई अधिकारी जो, ऐसे किसी नियम के विरुद्ध, जानबूझ कर ऐसी किसी वस्तु को कारा में लाने अथवा वहां से हटाने, किसी बन्दी के द्वारा रखे जाने तथा कारा की सीमाओं के बाहर किसी बन्दी को दिये जाने को सह लेता है,

तथा कोई भी, ऐसे किसी नियम के विरुद्ध, किसी बन्दी से विचार-विनिमय करता है अथवा विचार-विनिमय करने की चेष्टा करता है,

और जो कोई भी इस धारा द्वारा दण्डनीय किसी अपराध में सहायता देता है,

दण्डाधीश के समक्ष दोषी प्रमाणित होने पर उसे सजा जिसकी अवधि छः मास से अधिक न होगी अथवा अर्थदण्ड जो दो सौ रुपये से अधिक न होगा अथवा दोनों का दण्ड दिया जा सकता है।

(उक्त धारा के अन्तर्गत निषिद्ध वस्तुओं की सूची निम्नलिखित है —

(१) सुरा अथवा मद्यसारयुक्त कोई द्रव पदार्थ।

(२) खाने अथवा सूँघने के लिए तम्बाकू।

(३) गाँजा, अफीम अथवा अन्य कोई औषधि अथवा विषैली वस्तु।

(४) विषैले पदार्थ, आग जलाने के पदार्थ अथवा ऐसे पदार्थ जिनसे सूरत बिगाड़ी जा सकती हो।

(५) सोना-चाँदी, धातु, द्रव्य, करेंसी नोट, मूल्यवान प्रतिभूति, किसी भी प्रकार के जवाहिरात अथवा गहने तथा प्रत्येक प्रकार की मूल्यवान अन्य वस्तुएँ।

(६) अधीक्षक द्वारा अनधिकृत किसी प्रकार की पुस्तकें, मुद्रित विषय पत्रावली अथवा लेख्य सामग्री।

(७) चाकू, हथियार, रस्सियाँ, तार, बाँस, सीढ़ियाँ, लाठियाँ, भागने में सुविधाजनक कोई भी वस्तु अथवा किसी भी प्रकार के औजार सिवाय उनके जो काम में प्रयोग करने के लिए दिये गये हों और वे भी केवल काम के घण्टों में ही और ऐसे स्थानों में जहाँ वे कारा के कार्य के लिए आवश्यक हों अपवादित रहेंगे।

(८) कोई वस्तु जो कारा भण्डार तथा पूर्ति विभाग से कैदियो के प्रयोग के लिए न दी गयी हो।

४३। जब कोई व्यक्ति कारा के किसी अधिकारी की उपस्थिति मे उपर्युक्त अन्तिम धारा मे निर्दिष्ट कोई अपराध करता है और उस अधिकारी की माँग पर अपना नाम और पता बताने स इन्कार करता है अथवा ऐसा राय बताता है जिसके सम्बन्ध मे वह अधिकारी जानता है अथवा किसी कारण से वह बिश्वास करता है कि वह झूठ है तो वह अधिकारी उसे गिरफ्तार कर सकता है तथा बिना अनावश्यक विलम्ब किये किसी पुलिस अधिकारी को सौप सकता है तथा उसके उपरान्त वह पुलिस अधिकारी ऐसी कार्रवाई करेगा जैसे कि वह अपराध उसी की उपस्थिति मे किया गया हो।

४४। अधीक्षक कारा के बाहर किसी प्रमुख स्थान पर अँग्रेजी तथा देशीभाषा मे एक सचना लगवा देगा जिसमें धारा ४२ के अन्तर्गत निषिद्ध कार्यो तथा उनके करने पर मिलनेवाले दण्डो का उल्लेख रहेगा।

West Bengal Form No. 5142.
West Bengal Jail Form No. 115.

CHAPTER IV—VISITORS.

Ex-officio visitors of Jails and Sub-Jails.

55. The following officers and such other officers as Government may, from time to time, appoint in this behalf, shall be ex-officio visitors :—

(1) Of all jails and subsidiary jails in this State :—The Director of Health Services, West Bengal. **G. O. No. 2462-H. J., dated 21-9-1954.**

(2) Of all jails and subsidiary jails within the respective areas under their official charge or within their jurisdiction :—

(*a*) The Commissioner of a Division.

(*b*) The Magistrate or Deputy Commissioner of a District, the Additional District Magistrate and the senior Deputy Magistrate at headquarters.

(*c*) The District Judge

(*d*) The Subdivisional Magistrate. **G. O. No. 1230-H. J., dated 20-4-1950.**

(*e*) The Chief Medical Officer of Health if not also a Jail Officer

(*f*) The Subdivisional Health Officer

(*g*) The District or Assistant Inspector of Schools

(3) Of the Presidency Jail :—

(*a*) The Commissioner of Police, Calcutta

(*b*) The Sheriff of Calcutta.

(*c*) The Chief Presidency Magistrate, Calcutta

(*d*) The Additional Chief Presidency Magistrate, Calcutta

(*e*) The Professor of Medical Jurisprudence, Medical College, Calcutta.

(*f*) The Deputy Commissioner of Police, at Headquarters, Calcutta.

(*g*) The District Inspector of Schools for the 24-Parganas

(*h*) The Director of Social Welfare, West Bengal. **G. O. No. 1729-H. J., dated the 27-5-1967.**

Note.—The Assistant Director of Health Services (Leprosy) and the Assistant Director of Health Services (Tuberculosis) shall be ex-officio visitors of the Midnapore Central Jail and the Suri Jail respectively.

Notification No. 1755-H.J., dated 22-7-1965.

56. (*1*) Members of the West Bengal Legislature shall be appointed as non-official visitors, three for each Central Jail, two for each District Jail, and one for each subsidiary jail of their constituencies or within the districts in which they ordinarily reside. If the number of members exceeds the number thus required, as many members as possible, shall be appointed in rotation for one year. The appointment shall be made by the State Government ordinarily in consultation with the Commissioners of Divisions and in the case of the Presidency Jail, ordinarily, in consultation with the Commissioner of Police, Calcutta. When any such visitor ceases to be a Member of the West Bengal Legislature, he shall automatically cease to be a visitor.

(2) The State Government may also appoint as non-official visitors of any jail and subsidiary jail other gentlemen and ladies of position in the locality who are likely to take an interest in the welfare of the prisoners and are willing to accept this duty. But the number of non-official visitors to be so appointed shall be limited to a maximum of eight gentlemen and four ladies for a Central Jail, five gentlemen and two ladies for a District Jail and three gentlemen and one lady for a subsidiary jail. In the case of the Presidency Jail, appointments under this clause shall be made in consultation with the Commissioner of Police, Calcutta, and in the case of the other jails and subsidiary jails appointments under this clause shall be made in consultation with the Divisional Commissioner concerned.

A visitor shall be appointed under this clause for a period of two years and shall, unless his appointment has been cancelled, be eligible for re-appointment on the expiry of each term so long as he is fit and willing to serve.

(3) The State Government may in its discretion, include members of the West Bengal Legislature among persons selected for appointment under clause 2 above.

(4) The State Government may, on the recommendations of the Commissioners of Divisions or otherwise appoint extra visitors for the specific purpose of interviewing prisoners with a view to arranging after-care in suitable cases. For the Presidency Jail such appointments may be made by the State Government on the recommendations of the Commissioner of Police, Calcutta, or otherwise. In making recommendations for such appointments the authorities concerned shall consult and give due weight to the views of any recognized Association or Society, if any, which carries on After-Care work.

(5) All appointments made under clause (1) or clause (2) above shall be notified in the "Calcutta Gazette".

Note.—The discretion vested by clause (3) of this rule should be exercised having due regard to the claims of persons who are not members of the Legislature, but may be utilised to enable members of the Legislature, desirous of doing so, to serve as non-official visitors of Jails of their constituencies for at least one year during the normal term of their membership of the Council or the Assembly.

Cancellation of appointment of non-official visitors.

57. The appointment of any non-official visitor, may be cancelled by the authority appointing him within the period of his term for failure to visit the jail for a continuous period of three months or non-attendance at two consecutive quarterly meetings of the Board of Visitors or for other sufficient reasons.

Constitution of the Board of visitors and its functions.

58. The resident officers among the official visitors and the non-official visitors of each jail shall constitute a Board, of which the District or the Subdivisional Magistrate, as the case may be, shall be *ex-officio* Chairman. It shall be the duty of the Chairman to arrange the roster for weekly visits to the jail so as to give each resident official visitor and each non-official visitor his due turn and to send out a notice by post-card intimating whose turn it is to visit the jail in the coming week. A separate roster for lady

visitors shall also be arranged by the Chairman. There should not be a fixed day of the week for these visits, but they should be paid on varying days. There should also be a quarterly meeting of the Board of Visitors on such day as the Chairman may determine. The Board should meet at the jail, inspect all buildings and prisoners, hear any complaints and petitions that may be preferred, inspect the prisoners' food and see that it is of good quality and properly cooked, and examine the punishment book and satisfy themselves that it is kept up to date. After making their inspection, the Board shall record the proceedings of their quarterly meeting in the Visitors' Minute Book before leaving the jail and the Superintendent after noting his explanations and recommendations thereon shall forward a copy of the minutes to the Inspector-General who will submit it to Government with such observation as he may find necessary to make. Besides making visits in accordance with the roster, a visitor of the jail is authorised to visit it at any other time.

G. O. No. 92-P.J., dated 9-1-1930.

G. O. No. 552-T. R., dated 14-9-1925.

Note.—(1) The Chief Presidency Magistrate, Calcutta, may depute a Presidency Magistrate to represent him at the meetings of the Board of Visitors for the Presidency Jail

G. O. No. 3496-H. J., dated 17-11-1955.

Note.—(2) The proceedings of the Board in respect of Subsidiary Jails need not be submitted to Government unless the Inspector-General considers this necessary.

G. O. No. 1114-P. J., dated 17-4-1934.

Visitors to sign the gate-register.

59. All visitors shall sign their names in the Gate Register (No. 46) both on entering and leaving the jail. A list of visitors shall be hung up inside the entrance gate of each jail

W.B.F. No. 6023.

Functions of Visitors.

60. Visitors may call for all books, paper and records of every department of the jail, but the Superintendent may decline to produce any book, paper or record for the inspection of a non-official visitor, if for reasons to be recorded in writing, he considers its production undesirable. Visitors would, if possible, visit every yard, ward, workshop and cell, except those in which detenus are confined, see every prisoner except detenus, and in every case of complaint made to them should enquire what the rules in force are, and whether these are observed or not; and they should ascertain generally whether rules and orders are adhered to. They should examine the punishment register and see that suitable punishments have been awarded, and that they are properly recorded.

Visitors Minute Book.

61. A visitors' Minute Book (in Register No. 1) shall be kept in every jail and shall be presented to every official or non-official visitor when he has completed his visit. In this book every visitor shall record the date and hour of his visit and any remarks he may desire to make. Such remarks should be limited to a statement and fair criticism of the actual facts which come to his knowledge, and to any suggestions he may wish the Superintendent or the Inspector-General to consider. The entries shall be made on the left-hand page. The Superintendent shall note the action taken by him in the column provided for the purpose and shall forward copies in half margin of all such entries in the Visitors' Book (in West Bengal Jail Form No. 84) to the Inspector-General for such further orders as may be required; and when explanation

W.B.F. No. 4980.
W.B.F. No. 5120.
G. O. No. 180-T. R., dated 12-5-1926.

W.B.F. No. 5120.

is necessary, such explanation shall invariably accompany the copy. Whenever a visitor records the long detention of an under-trial prisoner, a copy of his remarks relating to such matter shall be forwarded to the Magistrate of the district, and, if the prisoner be under trial in the Court of Sessions, shall also be forwarded to the District Judge. The Inspector-General may, if necessary, forward a copy of any visitor's remarks to Government.

G. O. No. 180-T. R., dated the 12-5-1926.

Functions of a Lady Visitor.

62. A lady visitor shall normally visit the female prisoners and the female yard only, but she may pass through the male yard if it is necessary to do so to reach the female yard. If, however, she so desires, she may visit the male prisoners and the male yard

G. O. No. 1974-H. J., dated 1-7-1955.

Access to jail of officers of other departments of Government.

63. The Superintending Engineer of the circle, the Executive Engineer of the division and the local Assistant Engineer and their employees actually engaged in executing public works in jail, as also the Inspector of Factories, if there is a factory in the jail shall have free access to the jail to such an extent as may be necessary for purposes connected with the discharge of their official duties, but not otherwise. Officers of the Agricultural Department shall be allowed to inspect jail dairies

Interrogation of prisoners and taking of their photographs.

64. The regulations relating to the routine visits of police officers to jails are contained in Rule 624, but, except as provided therein, no police officer or other persons shall be permitted to interrogate a prisoner without the special permission of the Inspector-General or of the Magistrate of the district or, if the prisoner be confined in the Presidency Jail, of the Commissioner of Police. This permission shall be given in the form of a written order addressed to the Superintendent or Jailor. As a rule, the Police Officer deputed to interrogate a prisoner should not be below the rank of a Sub-Inspector. The interview shall take place in presence of the Jailor or some other responsible officer of the jail who, however, will keep such a distance that he may not hear the conversation. In connection with opium and excise cases and also cases under the Dangerous Drugs Act, (Act II of 1930) officers of the Excise Department, of rank not below that of Sub-Inspector, may be allowed permission to interrogate any prisoner; such permission should, in Calcutta or Alipore be granted by the Superintendent of Excise or any higher officer in the Excise Department; in the case of jails outside Calcutta, such permission can only be granted by the Collector of the district.

Rule 913.

Rule 679.

Note.—(1) The Inspector attached to the Excise Intelligence Bureau, West Bengal, is permitted to enter any jail to interrogate prisoners committed under the Opium, Excise and Dangerous Drugs Acts. An Assistant, for whom the Inspector of Excise will be responsible, may accompany him to help him in interrogating the prisoners.

G. O. No. 4482-H. J., dated 9-12-1938.

Note.—(2) The photographer of the Criminal Investigation Department, West Bengal, is permitted to enter any jail outside Calcutta and Alipore, to photograph prisoners committed under the Opium, Excise and Dangerous Drugs Act on the authority of the Deputy Commissioner, Excise Intelligence Bureau, West Bengal.

Note.—(3) The photographer of the Detective Department, Calcutta Police, may be allowed entry into the Presidency and the Alipore Central Jails to take photographs of prisoners committed to those jails for offences under the Opium, Excise and Dangerous Drugs Acts. Entry of the photographers should be on the authority of the Deputy Commissioner of Police, Detective Department Calcutta. The Superintendent of Excise or any higher officer of the Excise Department may write to the Deputy Commissioner of Police, Detective Department, Calcutta, for taking the photographs of prisoners committed to those jails for offences under these Acts.

65. Except as provided for in these rules no person other than such officers of Government as may be specified in this behalf, shall be admitted to any jail unless he is accompanied by, or has obtained he written permission of the Superintendent of the jail, or the Inspector-General or, in the case of a district jail, the Magistrate.

No admittance into the Jail except with a written permission.

Note - -A superior officer of Government, should be an officer not below the rank of Assistant Secretary of the Home (Jails) Department

G. O. No. 711-H. J., dated the 28-3-1961.

66. Casual visitors to jails are forbidden to speak to, or communicate in any way with, any prisoner and jail officers are forbidden to point out prisoners to such visitors or to refer to them or their crimes Casual visitors are also forbidden to make any sketch, or plan or any photograph of any prison or part thereof, or to take the photograph of any prisoner without the previous permission of Government

Casual visitors.

67 Escorts for visitors shall, in central and first, second and third class district jails, be furnished by the reserve guard At central jails the escort shall consist of four warders, and at other jails of two warders, armed with batons. At fourth class district jails the escort shall consist of one warder of the general warder staff accompanied by the head warder on duty. The escort and the officer accompanying a visitor shall withdraw out of hearing if required to do so by the visitor when he is questioning a prisoner. But no visitor, official or non-official, shall be allowed to go into the jail without an escort.

Escorts for visitors.

G. O. No. 1252-R. J., dated the 29-1-1926.

68. The Superintendent shall be present at the quarterly meeting of the Board of Visitors and shall accompany them during their inspection of the Jail The Jailor, if he can be spared, or the Deputy Jailor shall accompany all other visitors in order to furnish them with any information they may require.

Superintendent to attend quarterly meeting of the Board of Visitors.

69. A reprint of the rules contained in this chapter shall be supplied to each official visitor and to each non-official visitor on appointment. A copy of the pamphlet containing this reprint shall be kept at the jail gate for ready reference by the official and non-official visitors.

Supply of copies of Rules to visitors.

West Bengal Form No. 5143
West Bengal Jail Form No. 116A

Translation of Rule 704 of the Jail Code.

৭০৪। কারা-আইন ১৮৯৪ এর ৪৫ ধারা অনুযায়ী নিম্নলিখিত কার্য্যগুলি কোন কয়েদীকর্ত্তৃক কৃত হইলে তাহা কারা-অপরাধ বলিয়া গণ্য হইবে:--

১। যেস্থলে কারাগারের কোন বিধান ইচ্ছাপূর্বক লঙ্ঘন করা হইলে তাহা কারাগারবিষয়ক আইনের ৫৯(১) ধারামতে প্রণীত বিধিক্রমে কারা-অপরাধ বলিয়া ব্যক্ত করা হইয়াছে, সেইরূপ বিধান লঙ্ঘন।

২। কোনরূপ আক্রমণ বা অপরাধজনক বল প্রকাশ।

৩। অপমানসূচক বা ভীতিজনক ভাষার প্রয়োগ।

৪। নীতিবিরুদ্ধ, অশ্লীল কিম্বা উচ্ছৃঙ্খল আচরণ।

৫। ইচ্ছাপূর্বক নিজেকে অকর্ম্মণ্য করিয়া ফেলা।

৬। অবাধ্যতার সহিত কার্য্য করিতে অস্বীকার করা।

৭। যথাযথ অনুমতি ব্যতীত হাতকড়া, পায়ের বেড়ি কিম্বা শিকল প্রভৃতি উন্মোচন করা, বদলী, পরিবর্ত্তন করা কিম্বা স্থানান্তরিত করা।

৮। যাহার কঠিন পরিশ্রমের সহিত জেলের দণ্ডাজ্ঞা হইয়াছে এমন কোন কয়েদীর ইচ্ছাপূর্বক কার্য্যে কুড়েমী বা গাফিলী করা।

৯। যাহার কঠিন পরিশ্রমের সহিত জেলের দণ্ডাজ্ঞা হইয়াছে এমন কোন কয়েদীর ইচ্ছাপূর্বক কার্য্যে গোলযোগ করা।

১০। কারাগারের সম্পত্তির ইচ্ছাপূর্বক হানি করা।

১১। বিবরণী টিকিট, নথী কিম্বা দলিলাদির পরিবর্ত্তন করা কিম্বা ঐ লিখন মুছিয়া ফেলা।

১২। কোন নিষিদ্ধ দ্রব্য গ্রহণ করা, অধিকারে রাখা বা হস্তান্তর করা।

১৩। পীড়ার ভাণ করা।

১৪। কোন কর্মচারী কিম্বা কয়েদীর বিরুদ্ধে ইচ্ছাপূর্বক কোন মিথ্যা অভিযোগ উপস্থিত করা।

১৫। কোন আগুন লাগার কথা, কোন ষড়যন্ত্র বা চক্রান্তের কথা, কিম্বা কারাগার হইতে কাহারও পলায়নের কথা অথবা ঐরূপ পলায়নের চেষ্টা কিম্বা উদ্‌যোগের কথা এবং কোন কয়েদী কিম্বা কারাগারের কর্ম্মচারীর উপর আক্রমণের কথা অথবা ঐরূপ আক্রমণের উদ্‌যোগের কথা, জ্ঞাত হইবামাত্রই, রিপোর্ট করিতে ত্রুটি কিম্বা অস্বীকার করা।

১৬। পলাইবার নিমিত্ত ষড়যন্ত্র করা কিম্বা পলায়নের সাহায্য করিবার নিমিত্ত ষড়যন্ত্র করা অথবা পূর্ব্বোক্ত অপরাধসমূহের মধ্যে অপর কোন অপরাধের কার্য্য করিবার নিমিত্ত ষড়যন্ত্র করা।

West Bengal Form No. 5143—*concluded.*
West Bengal Jail Form No. 116A—*concluded.*

Translation of Rule 705 of the Jail Code.

৭০৫। কারা আইন, ১৮৯৪ এর ৫৯(১) ধারা অনুযায়ী নিম্নে বর্ণিত কার্য্য সমূহ কারাপরাধ বলিয়া গণ্য হইয়াছে :—

১। বিশৃঙ্খলামূলক সমস্ত কার্য, যেমন অনুমোদনবিরুদ্ধ গান গাওয়া, ঝগড়া করা, চক্ষু রাঙ্গাইয়া বেড়ানো আতঙ্ক সঞ্চার করা অথবা মিথ্যা সংবাদ প্রচার করা ইত্যাদি।

২। স্নানের স্থান, পোশাক, ব্যক্তিবর্গ, কক্ষ (ওয়ার্ড), শৌচাগার, আহারের স্থান, স্নানের ঘাট এবং রন্ধনশালা সম্পর্কে স্বাস্থ্যরক্ষা ও পরিচ্ছন্নতা বিষয়ক নিয়মাবলীর বিরোধী যে-কোন কার্য।

৩। যে-কোন পুকারের দ্রব্য লুকাইয়া রাখা।

৪। কোন বহিরাগত ব্যক্তি অথবা বিপরীত লিঙ্গ বা ভিন্ন শ্রেণীর কোন কয়েদীর সহিত অনুমোদনবিরুদ্ধ যোগাযোগ।

৫। কোন কয়েদীর পক্ষে, কারার কোন আধিকারিকের অনুমতি ব্যতীত, সে যে দলভুক্ত সেই দল অথবা কারার যে অংশে সে আটক থাকে সেই অংশ ছাড়িয়া যাওয়া।

৬। খাদ্য অথবা কারা-খাদ্য-ক্রম দ্বারা নির্ধারিত খাদ্য গ্রহণ করিতে অস্বীকার করা।

৭। ইচ্ছাপূর্বক খাদ্য নষ্ট করা অথবা আদেশ ব্যতীত উহা ছুঁড়িয়া ফেলিয়া দেওয়া।

৮। কোন কয়েদীর পক্ষে, কারার তালা, বাতি বা আলো অথবা অন্য যে সম্পত্তির সহিত তাহার কোন সম্বন্ধ নাই সেই সম্পত্তি অদলবদল করা।

৯। কারার কোন আধিকারিকের কোন বিধিসঙ্গত আদেশ অমান্য করা অথবা নির্ধারিত রীতিতে কর্তব্য সম্পাদন না করা বা সম্পাদন করিতে অস্বীকার করা।

১০। কারা-সম্পত্তির ক্ষতি করা এবং দায়িত্বাধীন কারা-সম্পত্তির যথোপযুক্ত যত্ন না করা।

১১। কোন কয়েদীর পক্ষে, আকস্মিকভাবে কারা-সম্পত্তি বা যন্ত্রাদি হারাইয়া ফেলিলে, ভাঙ্গিয়া ফেলিলে অথবা কারা-সম্পত্তি বা যন্ত্রাদির হানি করিলে, সে-বিষয়ে অবিলম্বে রিপোর্ট না করা।

১২। কারার কোন আধিকারিককে না জানাইয়া অথবা তাঁহার অনুমতি না লইয়া কোন দ্রব্য নির্মান করা।

১৩। অন্য কোন কয়েদীকে যে কাজ দেওয়া হইয়াছে তাহার অংশবিশেষ করিয়া দেওয়া, অথবা নিজের কাজ করিবার সময় অন্য কোন কয়েদীর সাহায্য লওয়া।

১৪। কাজের জন্য যে উপাদান দেওয়া হয় তাহার সহিত ভিন্ন প্রকৃতির কোন পদার্থ মিশাইয়া দেওয়া অথবা সংযোগ করা।

১৫। অবাধ্যতা।

১৬। কোন কয়েদী বা কারার কোন আধিকারিকের উপর কোন প্রকারের আক্রমণে অংশগ্রহণ করা।

১৭। কোন কয়েদীর পলায়নোদ্যোগের বেলা অথবা কারার কোন আধিকারিক বা অন্য কোন কয়েদীর উপর আক্রমণের বেলা ঐ আধিকারিককে সাহায্য না করা বা সাহায্য করিতে অস্বীকার করা।

১৮। যে-কোন কারাপরাধ অনুষ্ঠানে প্রোৎসাহিত করা।

West Bengal Form No. 5144.
West Bengal Jail Form No. 116B.

TRANSLATIONS OF RULES 704 OF THE JAIL CODE.

७०४। नीचे लिखे हुए काम किसी कैदी के करने पर कैदखाने के अपराध (कसूर) जताये गये है :—

(१) कैदखाने के किसी कायदे की इस तरह से जानबूझ के न मानना जो कि कैदखाने के एक्ट की दफा ५९ (१) की रू से बने हुए कायदों के मुताबिक कैदखाने का अपराध जताया हुआ होगा।

(२) कोई हमला करना या बेजा जबर को काम में लाना।

(३) बे-इज्जती या धमकी की बात कहना।

(४) बुरा या बे-शर्मी का या कुढगी चाल चलन।

(५) जानबूझ के मेहनत करने मे अपने को नाकाबिल बनाना।

(६) ढिठाई से काम करने से इन्कार करना।

(७) बिना ठीक हुक्म के हथकडी, बेडी या छड को रेतना, काटना, बदलना या अलग करना।

(८) किसी ऐसे कैदी का जिसको सख्त कैद की सजा का हुक्म दिया गया हो जानबूझ के काम मे सुस्ती या लापरवाही करना।

(९) ऐसे किसी कैदी का जिसे सख्त कैद की सजा का हुक्म दिया गया हो जानबूझें के काम का बुरे तौर से इन्तजाम करना।

(१०) जानबूझ के कैदखाने के माल असबाब को नुकसान पहुँचाना।

(११) हालात के टिकट, कागज या सनद मे छेडछाड़ करना या उसको बिगाड़ना।

(१२) किसी मने की हुई चीज को लेना, रखना या किसी दूसरे के हाथ पहुँचाना।

(१३) बीमारी का झूठा बहाना करना।

(१४) किसी अफसर या कैदी के नाम झूठा इल्जाम लगाना।

(१५) आग लगने, किसी छल या साजिश के होने, किसी भागने, भागने की कोशिश या तैयारी करने और किसी कैदी या कैदखाने के अमले पर हमला करने या हमला करने की तैयारी करने की निसबत ज्योंही उसको मालूम हो रिपोर्ट न करना या करने से इन्कार करना।

West Bengal Form No. 5144.
West Bengal Jail Form No 116B.

TRANSLATIONS OF RULES 705 OF THE JAIL CODE.

७०५। कारा अधिनियम, १८९४ की धारा ५८(१) के अन्तर्गत निम्नलिखित कार्य कारा अपराध कहे जायेंगे।

(१) अनुशासन के समस्त कार्य, यथा—अनधिकृत गायन झगडा, आँगन म भ्रमण, भय उत्पादन अथवा मिथ्या समाचार प्रसारण आदि।

(२) हाथ पैर धोने के स्थानो, कपडो, व्यक्तियो, कक्षो, शौचालयो, भोजनालयो, स्नान-प्लेटफार्मों तथा रसोई घरो की स्वच्छता और सफाई के सम्बन्ध मे बनाये गये नियमो के विशेष विरोध मे किया गया कोई भी कार्य।

(३) किसी भी प्रकार की कोई वस्तुओ को छिपाना।

(४) बाहरी व्यक्ति अथवा विपरीत लिग अथवा भिन्न वर्ग के कैदी के साथ अनधिकृत सम्पर्क स्थापन।

(५) कारा के अधिकारी की अनुमति के बिना उस टोली जिससे वह सबधित है अथवा जेल के जिस भाग म वह बन्दी है उसे छोडना।

(६) भोजन खाने से इन्कार करना अथवा कारा खाद्य तालिका द्वारा निर्धारित भोजन को ग्रहण करने मे इन्कार करना।

(७) भोजन को जानबूझकर नष्ट करना अथवा आदेश के बिना उसे फक देना।

(८) किसी भी प्रकार से कारा के तालो, दीपो, अथवा बत्तियो अथवा अन्य कोई सम्पत्ति, जिससे उसका कोई सम्बन्ध न हो, के साथ छेडखानी करना अथवा कर्तव्य पालन की निर्धारित रीति की अवहेलना करना अथवा उसे अस्वीकार करना।

(९) कारा के किसी अधिकारी के वैधानिक आदेश को न मानना अथवा निर्धारित रीति से कर्त्तव्य के पालन की अवहेलना करना अथवा इसे अस्वीकार करना।

(१०) कारा की सपत्ति को क्षति पहुँचना तथा उसको सौपी गई कारा-सपत्ति की उचित देखभाल मे अवहेलना करना।

(११) उसके द्वारा देवयोग से कारा सम्पत्ति अथवा ओजारो का होनेवाली किसी हानि, तोड़ फोड अथवा क्षति के सम्बन्ध मे तुरन्त सूचना देने से अवहेलना करना।

(१२) कारा के किसी अधिकारी की अनुमति अथवा जानकारी के बिना कोई वस्तु बनाना।

(१३) दूसरे कैदो को दिये गये काम के किसी हिस्से को करना अथवा अपने काम मे अन्य कैदी की सहायता प्राप्त करना।

(१४) काम के लिए दिये गये द्रव्यो मे कोई विदेशी चीज मिलाना या जोडना।

(१५) अनधीनता।

(१६) कारा के किसी कैदी अथवा अधिकारी पर होनेवाले आक्रमण मे भाग लेना।

(१७) कारा से भाग निकलने की चेष्टा को रोकने मे अथवा किसी अधिकारी अथवा दूसरे किसी कैदी पर होनेवाले आक्रमण को रोकने में किसी अधिकारी की सहायता करने से अवहेलना करना या इन्कार करना।

~~(१८) किसी कारा अपराध के लिए उकसाना।~~

West Bengal FormNo. 5146.
West Bengal Jail Form No. 117.

FORM OF DECLARATION.

The Inspector-General of Prisons West Bengal, or the Superintendent of the Jail, acting for him, is hereby authorized on my death to give or send, through the Post Office by money-order, the amount of my security deposit in the Post Office Savings Bank to the following persons in the proportions noted against their names. In case of the death of any of these persons, the Inspector-General or the Superintendent is also authorized to give or send by a money-order the amount due to him or her to such person or persons as he considers to be entitled thereto. I make this my Will so far as regards, such deposit.

I also request that the amount payable as above to the minors be paid to the persons named below :—

Name and address of the nominee	Relationship with the subscriber	Whether major or minor if minor, state age	Share of the deposit payable	Name and address of the person to whom share is to be paid on behalf of minor	Sex and parentage of person referred to in previous columns	Address

Two witnesses to signature and thumb-impression.

1.————*Superintendent.*

2.————*Jailor.*

————*Jail.*

Date————*19*

Left thumb. impression.

(Signature.)

Warder or Head Warder.

————*Jail.*

WEST BENGAL JAIL FORM No. 119.

(To be used in manuscript.)

Medical Officer's Certificate of Lunatic's health and fitness for removal to Asylum.

No.

I, , Medical Officer of.....Jail do hereby certify that I have this day examined the criminal lunatic named (convict No.), aged years, and that the said ; is in a fit state of health, and is physically fit to be forwarded by rail and road to the lunatic asylum at Kanke (Ranchi).

The lunatic this day weighs kg

No mark of injury on his person.

Dated the *Medical Officer.*

West Bengal Form No. 5158.
West Bengal Jail Form No. 120.

Actual date of Release.

Statement of private property (ordinary and valuable) and cash of a prisoner

Register No..... Sentence.....

Name..... Date of sentence.....

Father's name..... Date of release.....

(*A*) *Private property*

Date of receipt.	Details of property.	Initial of Verifying Officer.		Remarks.
		Jailor.	Superintendent.	

(For details of private cash see overleaf.)

To be signed by prisoner on release.

(Received back the abovenoted articles and the sum of.....

.....)

.....Jail.

The.....19 . *Signature or left thumb impression of prisoner.*

Countersigned.

Jailor. *Superintendent.*

Instructions

1. All private property received with the convict on first admission should be entered on this page and private cash on the next page.

2. At each transfer the list should be corrected and brought up to date under the signature of Superintendent.

(B) *Private cash*

Date	Particulars of transaction.	Receipt.	Expenditure.	Balance.	Initial of Verifying Officer.	
					Jailor.	Superintendent.

West Bengal Form No. 5159.

West Bengal Jail Form No. 121.

(*Vide* rule 217.)

Form of Confidential Report on character of executive officers.

Name.....Rank.....Garde.....

For the year ending 31st December..... *Jail*.....

(If it is an *interim* report, the word "*Interim*" may be written boldly in red ink above, and the dates of period of the report given underneath.) *Sub-Jail*.....

1. Honesty .....

2. Efficiency and knowledge of rules, regulations and circulars.....

3. Industry .....

4. Tact .....

5. Temper .....

6. Judgment .....

7. Power of commanding respect and enforcing discipline.....

8. Knowledge of drill .....

9. Conduct towards—
   (*a*) Superior officers .....

   (*b*) Subordinate officers.....

West Bengal Form No. 5159.—

West Bengal Jail Form No. 121.—

*10. Knowledge of recent developments in penology in the matter of treatment of prisoners .....

*11. Whether humane in the treatment of prisoners.....

*12. Knowledge and aptitude for building work.....

†13. Whether fit for promotion to the post of Jailor.....

14. How employed .....

15. How long served under present Superintendent .....

16. Reference to—

(*a*) punishments, if any.....

(*b*) commendations, rewards, etc., if any .....

17. General remarks..... ....

18. Certificate of physical fitness by Medical Officer.....

Superintendent (with date).

*For Jailors and Deputy Jailors only.
†For Deputy Jailors only.

West Bengal Form No. 5160.
West Bengal Jail Form No. 122.

(*Vide* rule 217.)

Form of Confidential Report on character of clerks, technical officers, etc.

Name.....Grade.....

For the year ending 31st December.....

(If it is an *interim* report, the word "*Interim*" may be written boldly in red ink above, and the dates of period of the report given under-neath).

Jail.....

Sub-Jail.....

Jail Depot.....

1. Honesty.....

2. (*a*) Efficiency.....

   (*b*) Industry.....

   (*c*) Capacity, if any, for executive work, with details.....

3. Conduct towards—

   (*a*) Superior officers.....

   (*b*) Subordinate officers.....

4. Reference to—

   (*a*) punishments, if any.....

   (*b*) commendations, rewards, etc., if any.....

5. How employed.....

6. How long served under present Superintendent.....

7. General remarks.....

8. Certificate of physical fitness by Medical Officer.....

Superintendent (with date).

(Government Order No. 2956H.J., dated the 3rd September 1941.

West Bengal Jail Form No. 123.

DESCRIPTIVE ROLL—ADVISORY BOARD.

Descriptive roll of prisoner recommended for premature release as per rules contained in Part III of Rule 591 of the West Bengal Jail code, Volume 1.

1	2	3	4	5	6				7			8		
Register No. of prisoner and class.	Present age and sex.	Name of prisoner and father's name	Residence of prisoner	Section of law, nature of crime, name of sentencing authority and case number	Period of sentence with dates				Remission earned in Jail			Unexpired portion of sentence.		
					Date.	Yr.	M	D	Yr	M.	D.	Yr.	M.	D.

The.....19.....

Signature of Superintendent of.....Jail.

9	10	11	12	13
Opinion of the District Superintendent of Police.	Opinion of the District Magistrate.	Recommendation of Superintendent of Jail.		
Whether the release is recommended or not and whether on account of his previous history and antecedents he will revert to crime or be danger to the Community. In case release is objected to, reasons of objection may be detailed.		Whether the prisoner bore good conduct in jail and after a consideration of his physical and mental condition and as a result of imprisonment undergone by him he can be released with safety to the community.	Decision of Advisory Board.	Remarks.
		1st Board. *Superintendent of.....Jail.* *Dated.....* 2nd Board. *Superintendent of.....Jail.* *Dated.....* 3rd Board. *Superintendent of.....Jail.* *Dated.....*	1st Board. *Station.* *Signature of Chairman.* *Dated.....* 2nd Board. *Station.* *Signature of Chairman.* *Dated.....* 3rd Board. *Station.* *Signature of Chairman.* *Dated.....*	
Signature of the Superintendent of Police of..... *The. .....19....*	*Signature of the Magistrate of.....* *The.....19..*			

Instructions :—(1) In deferred cases when put up again Superintendent should record his recommendation for that particular Board in column 11 stating conduct of the prisoner during the period between present and previous Board.

(2) In case of habituals details of each of the previous conviction showing nature of crime, sentence, whether released on expiry of sentences under remission system or on the recommendation of the Advisory Board should be stated.

Appropriate headings for the purpose may be written in hand on page 1 after the entries in various columns printed there have been made.

APPENDIX No. 33.

SECTION I.

SPECIMEN OF WEST BENGAL SUBSIDIARY JAIL REGISTERS

West Bengal Form No. 5025.
West Bengal Sub-Jail Register No. 8.

Prescription and Hospital Diet Book of the Subsidiary Jail at ——— for 19 .

Register No. of Prisoner———— Name*————

Date.	Prescription	Diet prescribed daily								Remarks.	Signature of Deputy. Superintendent.
		Sick Diet				Extras.					
		Articles	Quantity Gross.	Cost Rs	Cost P	Articles	Quantity Gross.	Cost Rs	Cost P.		

*(Each sick prisoner to have one or more leaves of this Register, as the case may require assigned to him separately.)

West Bengal Form No. 5027.
West Bengal Subsidiary-Jail Register Nos 11 & 12

Stock Account of——————in the——————Subsidiary Jail

Description of stock or provisions——————

Purchased or brought into stock				Disbursed or rendered unserviceable			
Date	Quantity	Value Rs P	Date of payment	Date	For what purpose disbursed or why rendered unserviceable	Quantity	Value Rs P
In stock on opening this account							

Description of stock or provision——————

Purchased or brought into stock				Disbursed or rendered unserviceable			
Date	Quantity	Value Rs P	Date of payment	Date	For what purpose disbursed or why rendered unserviceable	Quantity	Value Rs P
In stock on opening this account							

West Bengal Form No 5028
West Bengal Subsidiary Jail Register No 13

Stock Account of Manufactured Articles in the——————Subsidiary Jail for 19 .

Description of manufacture——————

Quantity manufactured				Material used				Quantity sold						
Date	Quantity and rate at which valued	Value Rs	P	Description	Quantity	Value Rs.	P	Date	Quantity and rate at which sold	Amount for which valued when brought into stock Rs.	P.	Amount for which sold Rs.	P	To whom sold	Date of payment into Sub-Treasury

West Bengal Form No. 5049.
West Bengal Subsidiary Jail Return No. 1.

Quarterly Return of Prison Statistics of the——————Subsidiary Jail for the quarter ending——————19

Part I.—A—Showing the number and disposal of the Convicts in the Subsidiary Jail during the quarter.

	1		2				3		4						5			6			
			Convicted at the Subdivisional Courts during the quarter						Received by transfer during the quarter									Transferred to other jails and Subsidiary Jails			
									To undergo sentence												
			a		*b*				*a*		*b*		*c*					*a*		*b*	
	Remained at the end of last Quarter		Admitted direct without having been previously detained in the subsidiary Jail as under-trial prisoners		Prisoners convicted who had been detained under trial in the subsidiary jail to agree with column 10 of Part VI		Re-admitted after release on bail or re captured after escape		From other jails		From other subsidiary jails for trial or temporarily to give evidence		In transit *en route* for jails or other subsidiary jails		Total population of the subsidiary jail Total of columns 1 to 4			To undergo sentence		In transit *en route* to other jails or subsidiary jails.	
	M	F.	M	F.	M	F.	M	F	M	F	M	F	M	F	M	F	Total	M.	F.	M.	F.
Convicted Prisoners ..																					

	7												8		9		10		11		12			13		
	Number released during the quarter																									
	On bail		On appeal		On expiry of sentence (including those released on furnishing security)		On payment of fine		Under the Transmission System		By order of Government before completion of sentence: On account of sickness Rule 591 of Jail Code		Under special rules of Government		Transferred to mental hospital		To appeal		Executed		Died*		Total discharged from all causes as per columns 6 to 11			Remaining at the end of the quarter		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	M	F	Total
Convicted Prisoners																										

*Moribund prisoners who are released under sub Rule (8) of Rule 591 of the Jail Code should be shown in red ink

Memorandum for the guidance of the Superintendent of Subsidiary Jails

(a) Convicts who are removed from the subsidiary jail for a temporary purpose *e g*, to give evidence in camp, are not to be shown in this return as present at the end of the quarter

(b) A prisoner who having been in the under-trial wards is convicted is to be entered in column 2(b) as if he had come to the subsidiary jail for the first time

(c) On the right hand of this note, the Superintendent of the Subsidiary Jail should state— Males Females.

(1) How many convicts, if any, have been received directly from or sent directly to places out of the State—

Sent to other States

Received from other States

(2) How many entries there are in column 3 of re-captured after escapes

(3) How many of these are prisoners who escaped in previous years

(4) How many entries there are in that column of convicts who, having been released on bail by Appellate Courts have been re committed

(5) How many of these were released in previous year

Please here state when prisonners re-captured and included in column 3 escaped, and also prisoners re-admitted out of those released on bail were released from the Subsidiary Jail. Result of appeal of convicts released on bail should also be furnished as soon as known

West Bengal Form No. 5049—*continued.*
West Bengal Subsidiary Jail Return No. 1—*continued.*

Part I.—B.—Total of the Daily Number of Prisoners, Capacity of wards, and maximum number in them on any night during the quarter.

Months	Civil prisoners.		Under-trial prisoners.		Convicts.				Total of convicts.		Total of all classes.	
					Labouring.		Non-labouring.					
	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.
Quarterly total of the numbers present each night.*												
Capacity of the wards for each class at 3·34 Sqr. Met. and 14·15 Cen. Met per prisoner												
Maximum number present on any one day during the quarter.												
Daily average number *i.e.* above quarterly total divided by number of days in the quarter.												

Vide instruction given in Jail Circular No. 3M., dated 24th January 1877.

West Bengal Form No. 5049—*continued*

West Bengal Subsidiary Jail Return No. 1—*continued*.

Part II.—Showing the Number of youthful offenders and also the number of habitual criminals admitted during the quarter who have been convicted of offences indicating habitual criminality.

1	2										3					
	A	B									Youthful offenders under 15 years of age (Reformatory Schools Act, 1897)					
														B		
Number admitted during the quarter	Number in prison for the first time and for default of finding security under section 110 Criminal Procedure Code	Not being [illegible] for default to find security under section 110 Criminal Procedure Code, convicted under Chapters XII, XVI, XVII or XVIII Indian Penal Code, with previous convictions under any of these chapters or under section 109 Criminal Procedure Code									A					
		Once previously convicted		Twice previously convicted		More than twice previously convicted					Number admitted during the quarter			Number who are habitual criminal and are included already in column 2		
Male.	Female	Total	Male	Female	Male	Female	Male	Female	Male	Female	Total	Male	Female	Total	Male.	Female	Total.

Note.—Columns 1 and 2 should include figures in column 3 of this part.

West Bengal Form No. 5049—*continued.*

West Bengal Subsidiary Jail Return No. 1—*continued.*

Part III.—Showing the Offences committed by the Convicts and the Punishments inflicted on them in the Subsidiary Jail during the quarter.

1	2											3
	Offences dealt with by Superintendent											
	A		B		C		D.		E			
Offence dealt with by Criminal Courts	Relating to work		Relating to prohibited articles		Relating to assaults mutiny and escapes		All other breaches of Jail Rules		Total			By Criminal Courts.
	1	2	1	2	1	2	1	2	1	2	3	
	Dealt with by minor punishments	Dealt with by major punishments	Dealt with by minor punishments	Dealt with by major punishments	Dealt with by minor punishments	Dealt with by major punishments	Dealt with by minor punishments	Dealt with by major punishments	Dealt with by minor punishments	Dealt with by major punishments	Total of offences.	
d prisoners.												

4						5					6	7
Punishment inflicted by Superintendent												
Minor.						Major					Grand total of punishments (columns 4E and 5E).	Remarks.
A.	B.	C.	D	E	A	B	C	D.	E			
Warning.	Separate, cellular, and solitary confinement.	Handcuffing and linkfetters	Other punishments	Total	Separate cellular, and solitary confinements	Fetters and handcuffing behind.	Combination of minor punishments	Other punishments	Total			

N.B.—The nature of criminal offences committed and entered in column 1 should be explained in the column of "Remarks".

West Bengal Form No. 5049—*continued.*

West Bengal Subsidiary Jail Return No. I—*continued.*

Part IV.—Showing the state of Education of the Convicts imprisoned in the Subsidiary Jail.

	1		2		3		4	
	Of those admitted during the quarter (as per column 2 of Part 1A plus the numbers shown at items 3 and 5 of foot note to Part I).							
	Able to read and write		Able to read only		Illiterate		Total	
	M	F	M	F	M	F	M	F.
Convicted Prisoners								

West Bengal Form No. 5049—*continued*

West Bengal Subsidiary Jail Return No 1—*continued.*

Part V.—Showing particulars regarding Civil Prisoners in the Subsidiary Jail during the quarter.

	1		2		3		4						5		6		7		8		9		10		11	
	Remained at the end of last quarter		Received from the munsiff's Courts during the quarter		Total		Received by transfer during the quarter						Total population of the subsidiary jails		Released during quarter		Transferred to the district jail or to other subsidiary jails		Escaped.		Died		Total discharged from all causes as per columns 6 to 9		Remaining at the end of the quarter.	
							From jails		From subsidiary jails		In transit *en route* for jails or other subsidiary jails															
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F.	M	F	M	F
Civil prisoners																										

West Bengal Form No. 5049—*continued.*

West Bengal Subsidiary Jail Return No. 1—*continued.*

Part VI.—Showing particulars regarding Under-trial Prisoners in the Subsidiary Jail during the quarter.

	1		2		3		4		5						6		
	Remained at the end of last quarter.		Number admitted direct from the Sub-divisional Courts during the quarter		Number re-admitted from bail or after transfer to give evidence, etc., or to Magistrate's camp or to police custody for enquiry *		Total		Received by transfer during the quarter						Total population of the subsidiary jail		
									From jails for trial		From other sub sidiary jails for trial		In transit *en route* for other subsidiary jail or jails				
	M.	F.	M	F.	M	F.	M.	F	M.	F	M	F	M	F	M.	F	Total.
Under-trial prisoners																	

*The date of release on bail of prisoners entered in this column should be noted in the column for "Remarks"

	7		8		9		10		11		12		13		14		15		16
	Released on acquittal during the quarter		Released on bail or transferred to give evidence, etc., or to Magistrate's camp or police custody for enquiry		Convicted and sentenced to be fined and released		Convicted and sentenced to imprisonement †		Transferred to the district jail or to other subsidiary jail before being convicted		Escaped		Died		Total discharged from all causes as per columns 7 to 13		Remaining at the end of the quarter		Remarks
	M.	F	M	F	M	F.	M.	F	M	F	M	F	M	F	M	F	M	F	
Under-trial prisoners.																			

†To agree with column 2*b* of Part IA.

West Bengal Form No. 5049—*continued.*

West Bengal Subsidiary Jail Return No. 1—*continued.*

Part VII.—Period for which Prisoners sentenced to more than 14 days' imprisonment were detained in the Subsidiary Jail prior to despatch to the District Jail.

Number of prisoners sentenced during the quarter to more than 14 days' imprisonment.		Explanation of delay in sending prisoners detained for more than a week
Period for which detained in the subsidiary jail after conviction	Number detained for each period	
More than 7 days		
More than 14 days		
Total to agree with above number of prisoners sentenced to more than 14 days' imprisonment.		

West Bengal Form No 3049—*continued*

West Bengal Subsidiary Jail Return No 1—*continued*

Part VIII—Showing the employment of Convicts in the Subsidiary Jail during the quarter.

	1	2	3	4	5	6	7	8	9	10	11
	Of those sent need to labour			Number employed on working day							
				On prison duties							
	Sick in hospital excluding Sundays	Convalescent and infirm excluding Sundays	Number not employed for other reasons *	On unremunerative labour	Convict overseers	Cooks	Methars or sweepers	Gardening	Employed in preparing articles for use of consumption in the subsidiary jail e g wheat grinding etc	Subsidiary jail repairs	Additions and alterations to subsidiary Jail buildings under Superintendent of Subsidiary Jail
Aggregate of the numbers employed daily during the quarter excluding Sundays and holidays, as per labour register											

	12	13	14	15	16	17	18	19	20	21	22
	Number employed on working days—*concluded*										
	On manufactures										
	Surkhi pounding	Flour grinding	Other manufactures	Total number of convicts employed on manufactures	Total number of convicts under sentence of labour on working days columns 1 to 11 and 15	Add the total number of convicts present on Sundays and holidays including those in hospital and infirm	Add the total number of convicts admitted in the afternoon and included in Part IB Labouring convicts of Return No 1 but not included in the foregoing columns of this Part	Total of the columns 16 17 and 18	Deduct from column 19 the total number of convicts released in the afternoon and not included in Part IB labouring convicts	Balance between columns 19 and 20 to agree with Part IB of Return No 1 labouring convicts	Remarks

*To show prisoners in handcuffs, if not given any work, etc —*vide* Circular No 188, dated 31st August 1894
Simple imprisonment prisoners who work should be shown as employed the discrepancy in the total being explained in the column of Remarks

West Bengal Form No 5049—*continued*

West Bengal Subsidiary Jail Return No 1—*continued*

Part IX.—Showing the mortality according to the length of time passed in Subsidiary Jail by Convicts.

1	2							
	According to length of time already passed in jail by convicts present on the last day of the month and quarter							
	Month of		Month of		*Month of		*Quarter ending	
Period passed in jail	Number of convicts	Number of deaths during the month	Number of convicts	Number of deaths during the month	Number of convicts	Number of deaths during the month	Number of convicts	Number of deaths during the quarter
Not exceeding 6 months in jail								
Above 6 months and not exceeding 1 year								
Above 1 year and not exceeding 2 years								
Above 2 years and not exceeding 3 years								
Above 3 years and not exceeding 7 years								
Above 7 years								
Total								

*Must agree with column 13 of Part IA

W Bengal Form No 5049—*continued*

West Bengal Subsidiary Jail Return No 1—*continued*

Part X.—Showing the Religion, Age and Previous Occupation of the Convicts admitted into the Subsidiary Jail during the quarter.

	1 RELIGION												2 AGE									
	Christians																					
	Foreign		Indians		Muslims		Hindus and Sikhs		Buddhists and Jains		All other classes*		Total to agree with column 9 of Part IA plus any prisoners shown opposite items 3 and 5 of foot note to Part I		Under 16 years		16 and under 40 years		40 and under 60 years		60 years and above		Total to agree with column 2 of Part IA plus any prisoners shown opposite items 3 and 5 of foot note to Part I	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Convicted prisoners																								

	3 PREVIOUS OCCUPATION																					
	Of Males														Of Females							
	Person employed under Government or municipal or other local authorities		Professional persons		Persons in service or performing personal offices		Persons engaged in agriculture and with animals		Persons engaged in commerce or trade		Persons employed in mechanical arts, manufactures and engineering operations etc		Miscellaneous persons not classed otherwise		Total of males to agree with column 2 of Part IA plus any prisoners shown opposite items 3 and 5 of foot note to Part I		Married		Unmarried		Widow		Total of females to agree with column 2 of Part IA plus any prisoners shown opposite items 3 and 5 of foot note to Part I	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Convicted prisoners																								

Note —Age means the age on date of admission into the jail

*Details should be given at the foot of this statement showing what religions are included under this head

Part XI.—Showing the Convicts admitted into the Subsidiary Jail during the quarter according to the nature and length of sentence, as per column 2 of Part IA.

1	2																						3
	NUMBER ACCORDING TO LENGTH OF SENTENCE																						
	a		*b*				*l*				*f*		*g*		*h*			*i*			*k*		
*Nature of imprisonment of those admitted, as explained at foot	Not exceeding one month		Above one month and not exceeding three months		Above three months and not exceeding six month		Above six months and not exceeding one year		Above one year and not exceeding two years		Above two years and not exceeding five years		Above five years and not exceeding ten years		Exceeding ten years			Sentenced to			Total to agree with column 2 of Part IA plus the numbers shown at items 3 and 5 of foot note to Part I		Remarks
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	For life	M	F	M	F	
A																							
B																				•			
C																							
Total																							

*A—Prisoners sentenced to simple imprisonment
B—Prisoners sentenced to rigorous imprisonment
C—Prisoners sentenced to rigorous imprisonment with solitary confinement

.....Subsidiary Jail,

The.. ... . 19.. *Sub-Jailor* *Superintendent*

West Bengal Form No. 5050.

West Bengal Subsidiary Jail Return No. 6.

Quarterly Abstract Return of Stores etc., (other than those belonging to the Manufacture Department) of the Subsidiary Jail during the Quarter ending.

Despatched on the

Received on the

West Bengal Form No. 5050.

West Bengal Subsidiary Jail Return No. 6.

Abstract account of stores and stock (other than those belonging to the Manufacture Department) of the Subsidiary Jail for the quarter ending——————19

1	2	3		4			5			6			7		8	
Items of stock (to be arranged according to the heads of charge under which included in the bills, or in the case of supplies from manufactures of the Subsidiary or other Jails to which chargeable).	In regard to entries in columns 8 and 9 note here the jail from which received and head of charge and sub-head to which chargeable	Remained at the close of last quarter		Purchased and brought into store during the month of			Purchased and brought into store during the month of			Purchased and brought into store during the month of			Total of columns 4, 5 and 6		Value of articles received from other Jails or subsidiary Jails during the quarter.	
		Quantity.	Value	Quantity	Rate of purchase	Cost	Quantity	Rate of purchase	Cost	Quantity	Rate of purchase	Cost	Quantity	Cost	Quantity	Cost
			Rs. P.			Rs P.			Rs P			Rs P.		Rs P		Rs. P
Clothing for prisoners.																
Kurtas ..																
Jungeahs ..																
Gamchas																
Caps ..																
Blanket coats																
Blankets																
Tat bedding																
Grand Total																

9		10		11		12		13		14		15		16		17
Value of articles received from the Manufacture Department of the Subsidiary Jail during the quarter, to agree with column 8 of Part B of Quarterly Return for manufactory stock No.		Total of columns 3, 7, 8 and 9		Disbursed during the month of		Disbursed during the month of		Disbursed during the month of		Lost or rendered unserviceable during the quarter		Total of columns 11 to 14 inclusive.		Remained at the close of the quarter, being difference between columns 10 and 15.		General remarks and explanations as to why articles have been rendered unserviceable
Quantity	Cost	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	
	Rs P		Rs P		Rs P		Rs P		Rs P		Rs P		Rs P		Rs P	

Note — When any article is purchased and brought into store for more than one month's consumption, it should be entered in this return Clothing and blankets in use should be considered as in stock.

Sub-Jailor.

Superintendent of the Subsidiary Jail.

19

West Bengal Form No. 5051.

West Bengal Subsidiary Jail Return No. 9.

Quarterly Return of Manufacture Account Transactions of the Subsidiary Jail for the quarter ending——————19 .

(A)—Stock Account of Raw Materials, Dead and Live-Stock.

1	2	3		4						6			7		8	
Items of stock (to be arranged as usually entered in the bills).	For what manufacture.	Remained in hand at the close of last quarter		*Purchased during the month of			*Purchased during the month of			*Purchased during the month of			Received from other Jails or Subsidiary Jails during the quarter		Total of columns 3 to 7 inclusive	
		Quantity	Value.	Quantity	Price	Cost	Quantity	Price	Cost	Quantity	Price	Cost	Quantity	Value	Quantity	Value
			Rs P			Rs P			Rs P			Rs P		Rs P		Rs P
Total																

9			10		11		12		13		14		15
Issued for manufactures during the month of			Issued for manufactures during to month of		Issued for manufactures during the month of		Left under repair in the hands of the Artificer during the month		Total of columns 9 to 12 inclusive.		Remaining in hand at the close of the quarter column 8 minus column 13		General remarks and explanations as to cause of articles becoming unserviceable
Quantity	Value		Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value.	Quantity	Value	
	Rs	P		Rs	P					Rs.	P		Rs P.
Total .													

*Should agree with the monthly bills

West Bengal Form No 5051—*concluded.*

West Bengal Subsidiary Jail Return No 9—*concluded*

Quarterly Return of Manufacture Account Trasnactions of the Subsidiary Jail for the quarter ending—————————————19 —*concluded*

(B)—Abstract Account of Manufactured Articles

1	2		3			4			5			6		7			8		
Details *Manufactured articles to be entered in detail, and, as far as possible, in the order in which the materials of which they are made to appear in Part A of this return*	Remain din hand at close of last quarter		Recei d into tore luring the month of			Received into store during the month of			Received into store during the month of			Total of columns 2 3 4 5		sold for cash during quarter			Articles consumed for diet of prisoners in the Subsidiary Jail during the quarter for which cash payment is not to be made to the Manufactory Department		
	Quantity	Estimated value	Quantity	Rate at which valued	Estimated value	Quantity	Rate at which valued	Estimated value	Quantity	Rate at which valued	Estimated value	Quantity	Estimated value	Quantity	Rate at which valued	Estimated value	Quantity	Estimated value	Actual cost being actual less cash outlay
		Rs P			Rs P			Rs P			Rs P		Rs P			Rs P		Rs P	Rs P
Total ..																			

9			10	11		12		13		14		15	16
Articles supplied to other Jails or Subsidiary Jails			Articles supplied to other Departments of Government	Value of articles consumed in the process of other manufactures		Rendered unserviceable this quarter		Total of columns 7 8 9 10 11 and 12		Remaining in hand at the close of the quarter column 6 minus column 13		Cash received from the sale of articles as per column 7 and paid into the Sub-Treasury during quarters as per Sub-Treasury vouchers attached *(All cash received on this account must be paid into Sub-Treasury no expenditure may be met from it*)	General remarks and explanations as to why articles in column 12 have been rendered unserviceable.
Quantity	Estimated value	Actual cost being actual cash outlay to be adjusted by transfer in the Accountant General's office	Quantity	Value for which supplied	Quantity	Estimated value	Quantity	Estimated value	Quantity	Value	Quantity	Estimated value		
	Rs P	Rs P		Rs P		Rs P		Rs P		Rs P		Rs P		
Total														

No credit sale should be allowed, cash must be demanded for every sale. Column 15 ought therefore to agree with column 7 and a Sub-Treasury receipt to vouch for the payment of the amount into the Sub Treasury should be submitted with this return.

———————Subsidiary Jail

Time———————19 *Sub-Jailor.* *Superintendent.*

West Bengal Form No. 5064.

West Bengal Subsidiary Jail Annual Return No 1

Part 1—STATEMENT No. III —(JUDICIAL)—FOR CONVICTS ONLY.

Showing the convicts admitted into the——————————Subsidiary Jail during the year 19 , and those remaining on the 31st December of that year, according to the nature and length of sentences.

1	2																		3		
	Numbers according to the length of sentence																				
	A		B		C		D		E		F		G		H		I		J		
Nature of imprisonment.	Not exceeding one month		Above one month and not exceeding three months		Above three months and not exceeding six months		Above six months and not exceeding one year		Above one year and not exceeding two year		Above two years and not exceeding five years		Above five years and not exceeding ten years		Exceeding ten years		For life		Sentenced to death		Total.
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total.
A —Prisoners sentenced to simple imprisonment																					
B —Prisoners sentenced to rigorous imprisonment *																					
C —Prisoners sentenced to rigorous imprisonment with solitary confinement																					
Total of Admission																					
Total remaining on 31st December 19 †																					

*Including prisoners sentenced to life imprisonment or to death

†To agree with column 13 of Part IA of Return No 1 for the 4th quarter of the year under report

West Bengal Form No. 5064—*continued.*

West Bengal Subsidiary Jail Annual Return No. 1—*continued.*

Part 2—STATEMENT No. IV—(JUDICIAL)—FOR CONVICTS ONLY.

Showing the Habitual Criminals admitted into the ———— Subsidiary Jail during the year 19 , who have been convicted of offences indicating habitual criminality.

1			2									3			4					
			A.		B						C.				Youthful offenders under 15 years of age (Reformatory Schools Act, 1897).					
Number admitted during the year.			Number imprisoned for the first time in default of finding security under section 110, Criminal Procedure Code and classed as habituals.		Number imprisoned in default of finding security under section 110 of the Criminal Procedure Code, or convicted under Chapters XII, XVI, XVII and XVIII of the Indian Penal Code with previous convictions under any of these Chapters or under section 110 of the Criminal Procedure Code, and classified as habituals.						Total.			Ratio per cent. of column 2C to column 1.	A.			B.		
					Once previously convicted.		Twice previously convicted.		More than twice previously convicted.						Number admitted during the year.			Number who are habitual criminals and are already included in column 2.		
M.	F.	Total.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	Total.	M.	F.	Total.	M.	F.	Total.	M.	F.	Total.	M.	F.	Total.

Part 3—STATEMENT—FOR CONVICTS ONLY.

Giving particulars regarding the identification of Habitual Criminals admitted into the ———— Subsidiary Jail during the year 19 .

Number of convicts in column 2 (Part 2 of the statement) identified as "habituals" before conviction and classified as such by the convicting courts.			Number of convicts in column 2 (Part 2 of the statement) classified as "habituals" by the District Magistrate or Magistrates especially empowered (not being the convicting court).			Number in column 2 (Part 2 of the statement) classified as "habituals" by the Jail Superintendent.		
1			2			3		
M.	F.	Total.	M	F.	Total.	M.	F.	Total.

West Bengal Form No 5064—*concluded.*

West Bengal Subsidiary Jail Annual Return No. 1—*concluded.*

Part 4—STATEMENT No. V—(JUDICIAL).

Showing the Escapes and Re-captures of prisoners in the————————Subsidiary Jail during the year 19 .

1	2		3						4						5						6								7
Class of prisoners.	Remaining uncaptured on 31st December 19 of those who escaped during the previous ten years		Escaped during the year.						Re-captured during the year.						Remaining uncaptured.						Unexpired portion of sentence of those who escaped during the year 19								Punishment awarded for escaping to those re-captured during the year.
			From inside the jail.		From outside the jail		Total.		Of those who escaped in previous years		Of those who escaped during the year		Total number of re-captures.		of previous year.		Of the year		Total number of prisoners remaining uncaptured.		One year and under.		Above one year and under seven years.		Seven years and above.		Remaining portion of life.		
	M.	F	M	F.	M	F.	M.	F.	M.	F.	M	F.	M	F	M.	F.	M.	F.	M	F.	M	F.	M.	F.	M.	F.	M.	F.	
Civil ..																													
Under-trial ..																													
Convicted ..																													
Total ..																													

Attempts at escape and prisoners escaped from the custody of police in transits, etc , between jails, or subsidiary jails, or from Magistrate's camp, should not be shown in this statement.

Brief account of the circumstances of each escape, with date, the names and rank of the officers held to be in fault, and the punishment, either judicial, or departmental, awarded to each should be given.

————————Subsidiary Jail.

The————————19 *Sub-Jailor.* *Superintendent.*

West Bengal Form No. 5065

West Bengal Subsidiary Jail Annual Return No 2

PART 1—STATEMENT A.

Showing the Nature and Amount of Accommodation for each class of Prisoners in the———————Jail during the year 19

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Description of Accommodation	Number of prisoners who could be accommodated on the 31st December if the Jail devoted to												Total superficial area in square metres in the enclosures (yard and workshop) to which the prisoners are ordinarily confined	Superficial area of Jail building during the year—by Jail Department	Remarks
	Hospital		Observation cells		Civil prisoners		Under trial		Juvenile convicts	Female convicts	Male convicts	Condemned cell			
	M	F	M	F	M	F	M	F							
Cells at square metre and cubic metre per prisoner															
Barracks with separate sleeping accommodation at square metre and cubic metre per prisoner															
Barracks without separate sleeping accommodation at square metre and cubic metre per prisoner.															
Total															
Total average population															

N B—The space allowed for each description of accommodation should be fully stated in column 1 against each head

Note—When female civil, under-trial, and convicted prisoners are placed in the part of the Jail devoted to female convicts, columns 7 and 9 will be blank

In columns 2 and 3 enter the number of beds that the hospital is intended to hold

In column 16 the total superficial area in sugare metres in the enclosures (ward and workshop) to which the prisoners are ordinarily confined should be given

In column 18 draw attention to defects in the Jail and to alteration made during the year Also explain briefly how prisoners were accommodated when there was over-crowding

———————Jail.

The———————19 *Sub-Jailor.* *Superintendent.*

West Bengal Form No. 5065.—*concluded.*

PART 3—STATEMENT.

Showing the number of visits paid by each Official and non-official Visitor in the———— ————Subsidiary Jail during the year 19 .

Designation of the Official Visitors	Number of visits paid by each Official Visitor during the year
The Governor of West Bengal	
Ministers, Minister of State or Deputy Ministers . .	
Inspector-General of Prisons, West Bengal . .	
Director of Health Services West Bengal	
Commissioner of Division	
Magistrate or Deputy Commissioner, Additional District Magistrate or Senior Deputy Magistrate at headquarters	
District and Sessions Judge	
Superintendent of Sub Jail	
Chief Medical Officer of Health	
Regional Assistant Director of Health Services	
Subdivisional Health Officer	
Divisional or Subdivisional Inspector of Schools	
Non-Official Visitors	

————————SUBSIDIARY JAIL,

The————————19

Sub-Jailor. *Superintendent.*

West Bengal Form No. 5147.
West Bengal Subsidiary Jail Form No. 1.

FORM A.

MEMO No.

Copy of Report of an Inspection of the Subsidiary Jail at made on the day of 19 by (name) , office , forwarded to the Inspector-General of Prisons, West Bengal.

Dated the of 19

Superintendent of Subsidiary Jail.

Minutes of Visitors on the following : —	Observation of Jail Officer.
1. State of the Subsidiary Jail buildings.	
2. State of the registers and the date up to which they have been posted.	
3. State of the warder guard and the arrangements for guarding the Subsidaary Jail.	
4. What are the forms of labour in use ?	
5. What are the kinds of punishment adopted ? Give the number of prisoners punished for the current year up to date.	
6. Arrangements for the transfer of prisoners to the District Jail.	
7. Rates charged for rations as compared with the ruling market rates.	
8. Number of visits to the Subsidiary Jail paid up to date by the Superintendent.	
9. General remarks.	

APPENDIX 34

Rules regulating recruitment to various subordinate serivces in the Jail Department, West Bengal

Posts.	Appointing authority	Age limit	Qualifications	Method of recruitment
1	2	3	4	5
A—Jail Departmen				
1. Deputy Jailors ..	I. G. of Prisons	For direct appointment—Not exceeding 25 years. For promotion—No limit.	(1) For direct recruitment— (a) In case of candidates who have appeared at the W. B. C. S. Examination qualifying marks in the written examination and interview.	Out of every three vacancies in the rank of Dy. Jailors two should be ordinarily filled up by direct recruitment and one by departmental promotion in the following manner :—
			(b) In case of other candidates a University degree. (2) For promotion—General efficiency and meritorious service.	**By direct recruitmrnt** (a) Ordinarily by selection of candidates qualified at the W. B. C. S. Examination.
			(3) In all cases a good knowledge in Bengali.	(b) With the sanction of Government in the absence of any candidate qualified as in (a) above, by appointment of other qualified candidates.
				By departmental promotion : By promotion of suitable Sub-Jailors.

(Vide Government Order No. 163H.J. dated the 18th February 1953)

2. Sub-Jailors	..	I. G. of Prison	For direct appointment— By Competitive examination. 18—23 years on 1st July of the year of examination. For promotion— No limit.	(1) For recruitment by Competitive Examination— (i) School Final Examination Certificate or its equivalent. (ii) age not less that 18 and not more than 23 years on the 1st July of the year in which the examination is held. (2) For recruitment by promotion—School Final Examination Certificate or its equivalent. Relaxable in cases of Chief Head Warders and Head Warders.	(1) By Competitive examination on the results of the Secretariat Clerkship Examination; Provided that not less than 33 per cent of the vacancies shall be filled up by this method : Provided also that before being appointed the aptitude of the candidates successful in the Competitive examination shall be determined by an interview to be held by the Public Service Commission, West Bengal, and that the candidates selected at the interview shall be listed in order of merit on the basis of their marks secured in the written examination. (ii) By promotion of Jail and Sub-Jail clerks : Promotion may also be made from other ranks of the Jail staff at the discretion of the I. G. of Prisons, West Bengal.

(Vide Government Order No. 575H.J. dated the 18th February 1955)

3. Head Clerks in Central Jails.		I. G. of Prisons	No limit	.. .. Efficiency as a Jail Clerk or Accountant of Central Jails.	By promotion from Jail Clerks or Accountant of Central Jails. The seniority of Jail Clerks *vis-a-vis* that of the Accountant of a Central Jail shall be determined by the date of their confirmation in respective grades.

Posts.	Appointing authority	Age limit	Qualifications	Method of recruitment
1	2	3	4	5
4. Jail Clerks ..	I. G. of Prisons	For direct appointment—Not exceeding 25 yrs. For promotion—No limit.	Must have passed the Matriculation examination or an examination equivalent thereto.	By direct appointment through a test examination or by promotion from the rank of Sub-Jail Clerks or other clerical posts in the Department.
5. Sub-Jail Clerks ..	I. G. of Prisons	Ditto	Ditto	By direct appointment on the result of a test examination or by promotion of Warder with the educational qualification prescribed.
6. Head Master, Berhampore Central Jail.	I. G. of Prisons	For direct appointment—Not exceeding 25 years. For promotion—No limit.	Must be a Matriculate. Teaching experience essential. He should also have experience of the methods of dealing with juvenile delinquents.	Ordinarily by promotion from the rank of Jail teachers.
7. Teachers in Jails ..	I. G. of Prisons	Not exceeding 25 years.	Must be a Matriculate. Teaching experience essential.	By direct appointment.
8. Drill Instructor, Berhampore Central Jail.	I. G. of Prisons	For direct appointment—Not exceeding 25 years. For promotion—No limit.	Must be a Matriculate. Training in Buchanan and Bratachari methods of Physical Drill essential.	By direct appointment.
9. Compounder (Pharmacist).	I. G. of Prisons	25 years ..	Experience as a Compounder. Dresser's qualifications preferable.	By direct appointment.

10.	**Accountants—** **(a) Senior Accountant.** **(b) Junior Accountant.**	I. G. of Prsions	For direct recruitment—Not exceeding 25 years. For promotion—No limit.	Must have passed the School Final Examination or its equivalent.. Proficiency in Accoutancy in the case of direct appointment.	(a) **Sr. Accountant:** by direct recruitment through a test or by promotion from the post of permanent Junior Accountant.. (b) **Jr. Accountant:** By direct recruitment through a test, or by promotion from the post of Jail clerk.

(Vide Government Order No. 129H J. dated the 19th March 1957)

11.	**Task Takers** ..	I. G. of Prisons	Ditto ..	Must have passed the Matriculation Examination or its equivalent. Must have also passed the examination in a recognised Weaving, Engineering or other Technical School according to the nature of work to be supervised in a Jail.	By direct appointment upon the result of test examination or by promotion.
12.	**Workshop Foreman** ..	I. G. of Prisons	Ordinarily not more than 30 years being relaxable in exceptional cases.	(1) A diploma in Mechanical Engineering or full period of apprenticeship in a recognised institution or workshop of repute (2) Experience in one or more of the following industries, preferably in machine shop :—(i) Oil-Mills composed of Ghanies and Expeller run by electric power; (ii) Blacksmith shop; (iii) Tinsmith	By selection on the advice of the Public Service Commission, West Bengal, or by transfer or promotion.

Post	Appointing authority	Age limit	Qualifications	Method of recruitment
	2	3	4	5
			shop; (iv) Gas welding shop; (v) Machine shop (including lathe machine, shaping machine, milling machine, drilling machine, shearing machine, grinding machine etc.); (vi) carpentry shop; (vii) Steel and aluminium utensil manufacturing; (viii) Phenyle manufacturing; (ix) Non-ferrous metal casting and finishing; (x) Spray painting; (xi) metal engraving.	
		(Vide Government Order No. 264H.J. dated the 28th January 1957)		
13. Foreman, Factory.	Blanket I. G. of Prisons	Not more than 30 years. Relaxable for candidates specially qualified and experienced.	*For direct recruitment*: A diploma in Mechanical Engineering or full period of apprenticeship in a recognized institution or workshop of repute. *Desirable* Qualifications of a Weaving Master conversant with the running and maintenance of power driven Blanket Factory.	(i) By selection on the recommendation of the State P. S. C. (ii) By transfer from the post of Workshop Foreman, Presidency Jail and (iii) By promotion from the posts of Factory Overseers of Central Jails.
		(Vide Goverument Order No. 2122H.J. dated the 21st July 1958)		
14. Factory Overseer ..	I. G. of Prisons	For direct appointment—Not exceeding 25 yrs. For promotion—No limit.	Efficiency as a Task-Taker in the case of promotion or theoretical and practical knowledge of cotton and blanket weaving and other industries carried out in the Jails and machinery in the case of direct recuritment.	By direct appointment or by promotion from Task Taker.

15.	Instructor, Factory.	Blanket	I. G. of Prisons	Ordinarily not more than 30 years.	*For direct recruitment*—A candidate for the post must have passed the School Final Examination or its equivalent. He should have passed the Artisan Class Examination or have experience of working in a power driven Blanket Factory as Operator or Supervisor for at least one year.	(i) By promotion of Weaving Master, Berhampore Central Jail or Weaving Instructor, Berhampore Borstal School. (ii) By direct recruitment.

(Vide Government Order No. 2122H.J. dated the 21st July 1958)

16.	Task-taker, Factory.	Blanket	I. G. of Prisons	Not more than 25 years.	A candidate for the post must have passed the School Final Examination or its equivalent. Practical experience of work in a blanket factory will be desirable.	By direct recruitment on the results of a test examination.

(Vide Government Order No. 2122H.J. dated the 21st July 1958)

17.	Draftsman and Estimator.		I. G of Prisons	Not exceeding 25 years.	Knowledge of estimating. Overseer's and Sub-Overseer's qualifications preferable.	By direct appointment.
18.	Oil Mill Mistry	..	I. G. of Prisons	Not exceeding 35 years.	Must have a thorough and practical knowledge of the mechanism, correct adjustment and operation of power-driven oil-mills and must possess ability to teach others and to control labour.	By direct appointment or by promotion of an Asstt. Oil-Mill Mistry.

(Vide Government Order No. 3239H.J. dated the 18th October 1955)

	Posts.		Appointing authority	Age limit	Qualifications	Method of recruitment
	1		2	3	4	5
19.	Foreman, Factory.	Umbrella	I. G. of Prisons	Ordinarily not more than 40 years. Relaxable for a specially qualified and experienced candidate. No limit for promotee.	**Essential :** (i) Thorough knowledge of manufacturing umbrella parts and of assembling them into a complete product. (ii) Experience of market conditions in raw material and finished product. (iii) Ability to impart training to learners and to supervise and control production. **Desirable :** (i) Matriculation Examination or its equivalent. (ii) Ability to maintain job and production notes. (iii) Practical experience in the line either in a reputable commercial manufacturing or in a Government concern for at least 3 years. (iv) Organising ability.	(i) by direct recruitment. (ii) by promotion from Factory Overseers of Central Jail.

(Vide Government Order No. 344H.J. dated the 15th February 1959)

20.	Instructor-cum-Task-taker, Umbrella Factory.	I. G of Prisons	Ordinarily not more than 25 years. Relaxable for candidates who are well qualified in the trade.	**Essential :** (i) Knowledge of umbrella parts and of assembling them into a complete unit. (ii) Ability to instruct the workers, check the quality of work and keep record of regular production. **Desirable :** (i) Matriculation Examination or its equivalent. (ii) Practical training in the line in a reputable commercial or a Government concern for at least two years.	By direct recruitment on the result of a test examination
	(Vide Government Order No. 344H.J. dated the 15th February 1959)				
21.	Stock-Clerk, Umbrella Factory.	I. G. of Prisons	Not more than 25 years for direct recruits. No limit for promotees	Matriculation Examination or its equivalent.	(i) By direct recruitment on the result of a test examination. (ii) By promotion from the rank of Sub-Jail Clerks or other clerical posts under the Prisons Directorate.
	(Vide Government Order No. 344H J. dated the 15th February 1959)				
22.	Chief Discipline Officers	I. G. of Prisons	No limit	Efficiency or seniority of service as a Discipline Officer.	By promotion from Discipline Officer.
23.	Discipline Officers ..	I. G. of Prisons	Not exceeding 45 years	Ordinarily from pensioned or retired non-commissioned officers or soldiers of the Indian Army. Candidates must at least be Matriculate or possess the equivalent qualifications.	By direct appointment.
	(Vide Government Order No, 2787H.J. dated the 14th December 1951)				

	Posts.	Appointing authority	Age limit	Qualifications	Method of recruitment
	1.	2	3	4	5
24	Chief Head Warders .	I G of Prisons	No limit	Efficiency and seniority of service as Head Warder	By promotion from Head Warders who have qualified in the Chief Head Wardership Examination or by direct appointment of Ex Military Officers.
25.	Head Warders	Supdt of Circle Jails	No limit	Efficiency and seniority of service as a Warder	By promotion from Warders who have qualified in the Head Wardership Examination
26	Warders	Supdt of Circle Jails	For West Bengal National Volunteer Force Personnel—Not exceeding 30 years (2) For Reservists and Indian ex soldiers—Not exceeding 35 years (3) For others—Not exceeding 25 years	As in Jail Code Rule 297	By direct appointment.
27.	Senior Matron	I G of Prisons	No limit in the case of promotion Not exceeding 40 years in the case of direct recruitment	Efficiency as Matron in the case of promotion or knowledge of midwifery (preferably with a Diploma in First Aid), handicraft and other industries carried on in Jails and ability to control a large number of female prisoners in the case of direct recruitment.	By promotion of Matron or by direct appointment.

28.	Matron	I. G. of Prisons	35 years ..	..	Knowledge of midwifery, handicraft and other industries carried on in Jails. Must be literate, (Preferably with a Diploma in First Aid).	By direct appointment.
29.	Jr. Matrons ..	Supdt. of Circle Jail.	35 years ..	.	Must be literate and of good moral character and good health. Knowledge of handicrafts preferable.	Ditto.
30.	Female Warders ..	Supdt. of Circle Jail.	35 years ..	..	Must be of good moral character and good health.	Ditto.
31.	Mistries	I. G. of Prisons	No limit ..	..	Technical experience in machinery, machine parts, etc.	By direct appointment.
32.	Tailors	I. G. of Prisons	No limit .	..	Experience in tailoring and ability to train convicts in tailoring.	Ditto.
33.	FitterDriver, Midnapore Cl. Jail.	I. G. of Prisons	No limit ..	..	Experience in the working of machinery, Motor mechanism, etc.	Ditto.
34.	Tailor Master ..	I. G. of Prisons	No limit ..	..	Good tailoring qualification and ability to teach tailoring.	By direct appointment or by promotion of tailors.
35.	Weaving Instructor, Berhampore Cl. Jail.	I. G. of Prisons	No limit ..	..	Should have passed the Artisan Class Examination. Thorough knowledge of dyeing, sizing and weaving on fly shuttle, semi-automatic and Batterahy's looms and jacquards. Knowledge of printing is also necessary.	By direct appointment.

Posts.	Appointing authority	Age limit	Qualifications	Method of recruitment
1	2	3	4	5
36. Welfare Officers ..	I. G. of Prisons	Not exceeding 35 years (relaxable for well qualified candidates)	**Essential :** (a) A Degree of a recognized University or its equivalent. (b) A recognized Diploma or Certificate in Social science or experience of Social Work for 2 years. **Desirable :** (a) A degree of Psychology. (b) Good power of expression in Bengali. (c) Experience in dealing with delinquents.	By selection on the advice of the Public Service Commission, West Bengal.
(Vide Government Order No. 2616H J. dated the 20th September 1956)				
37. Receptionist—(Psychologist).	State Government.	Not exceeding 30 years (relaxable for well qualified and experienced candidates).	**Essential :** (a) A good Master's Degree in Psychology of a Recognized University. (b) Adequate experiences in field work in Applied Psychology and Vocational Guidance. **Desirable :** Sound knowledge of Bengali or Hindi, both spoken and written.	By selection on the advice of the Public Service Commission, West Bengal.
(Vide Government Order No. 3202H.J. dated the 20th November 1956)				
38. Assistant Psychologist	I. G. of Prisons	Not exceeding 30 years (relaxable for well qualified and experienced candidates).	**Essential:** (a) As in 37 above (b) Training in Applied Psychology. **Desirable :** As in 37 above.	Ditto.
(Vide Government Order No. 3202H.J. dated the 20th November 1956)				

39.	Asstt. Oil-Mill Mistry in the Presidency Jail.	I. G. of Prisons	Not exceeding 35 years	**Essential :** (a) Candidates must be thorough and practical experience in operating electric driven ghani independently by their own hands with knowledge of adjustment, replacement, fitting and repairing of parts, knowledge of operating expeller machine, and ability to extract maximum quantity of oil within the minimum possible time without causing undue strain or injury to the plants and machinery. **Desirable :** (b) Candidate should possess knowledge of scraping of ghani mortars and ability to keep accounts of seed and oil.	**By direct appointment or by promotion of a scraper.**

(Vide Government Order No. 1335H.J. dated the 21st May 1960)

40.	Scraper in the Presidency Jail.	Superintendent, Presidency Jail.	Not exceeding 35 years	**Essential :** (a) Candidates shall be thorough and practical experience in scraping ghani and using calipers by their own hands, and shall have ability to extract maximum quantity of oil with minimum possible time without causing undue strain or injury to the plants and machinery. **Desirable :** (b) Candidates should possess knowledge of operating electric-driven ghani.	**By direct appointment.**

(Vide Government Order No. 1335H.J. dated the 21st May 1960)